

94-2431 OK, OKLAHOMA CITY

WAGE DETERMINATION NO: 94-2431 REV (27) AREA: OK, OKLAHOMA CITY

HEALTH AND WELFARE LEVEL - INSURANCE ONLY \*\*OTHER WELFARE LEVEL WD:94-2432

\*\*\*\*\*  
REGISTER OF WAGE DETERMINATIONS UNDER  
THE SERVICE CONTRACT ACT

By direction of the Secretary of Labor

U.S. DEPARTMENT OF LABOR  
EMPLOYMENT STANDARDS ADMINISTRATION  
WAGE AND HOUR DIVISION  
WASHINGTON D.C. 20210

William W. Gross Division of  
Director Wage Determinations

Wage Determination No.: 1994-2431  
Revision No.: 27  
Date Of Revision: 05/24/2006

State: Oklahoma

Area: Oklahoma Counties of Alfalfa, Atoka, Beckham, Blaine, Bryan, Caddo, Canadian, Carter, Cleveland, Coal, Custer, Dewey, Ellis, Garfield, Garvin, Grady, Grant, Harper, Hughes, Johnston, Kingfisher, Lincoln, Logan, Love, Major, Marshall, McClain, Murray, Noble, Oklahoma, Payne, Pontotoc, Pottawatomie, Roger Mills, Seminole, Washita, Woods, Woodward

\*\*Fringe Benefits Required Follow the Occupational Listing\*\*

OCCUPATION CODE - TITLE	MINIMUM WAGE RATE
01000 - Administrative Support and Clerical Occupations	
01011 - Accounting Clerk I	10.67
01012 - Accounting Clerk II	11.74
01013 - Accounting Clerk III	13.72
01014 - Accounting Clerk IV	18.28
01030 - Court Reporter	16.78
01050 - Dispatcher, Motor Vehicle	14.81
01060 - Document Preparation Clerk	11.99
01070 - Messenger (Courier)	9.49
01090 - Duplicating Machine Operator	11.46
01110 - Film/Tape Librarian	12.06
01115 - General Clerk I	9.11
01116 - General Clerk II	9.87
01117 - General Clerk III	12.50
01118 - General Clerk IV	18.00
01120 - Housing Referral Assistant	18.26
01131 - Key Entry Operator I	9.60
01132 - Key Entry Operator II	10.49
01191 - Order Clerk I	10.18
01192 - Order Clerk II	14.08
01261 - Personnel Assistant (Employment) I	12.39
01262 - Personnel Assistant (Employment) II	13.52
01263 - Personnel Assistant (Employment) III	15.16
01264 - Personnel Assistant (Employment) IV	17.58
01270 - Production Control Clerk	17.32
01290 - Rental Clerk	12.06
01300 - Scheduler, Maintenance	12.94
01311 - Secretary I	12.94
01312 - Secretary II	15.76

01313 - Secretary III	18.26
01314 - Secretary IV	20.53
01315 - Secretary V	21.74
01320 - Service Order Dispatcher	13.07
01341 - Stenographer I	11.31
01342 - Stenographer II	13.31
01400 - Supply Technician	20.53
01420 - Survey Worker (Interviewer)	13.90
01460 - Switchboard Operator-Receptionist	10.02
01510 - Test Examiner	15.76
01520 - Test Proctor	15.76
01531 - Travel Clerk I	10.74
01532 - Travel Clerk II	11.28
01533 - Travel Clerk III	11.83
01611 - Word Processor I	10.18
01612 - Word Processor II	12.06
01613 - Word Processor III	13.46
03000 - Automatic Data Processing Occupations	
03010 - Computer Data Librarian	10.75
03041 - Computer Operator I	12.06
03042 - Computer Operator II	13.95
03043 - Computer Operator III	18.70
03044 - Computer Operator IV	20.23
03045 - Computer Operator V	22.41
03071 - Computer Programmer I (1)	19.89
03072 - Computer Programmer II (1)	22.83
03073 - Computer Programmer III (1)	27.62
03074 - Computer Programmer IV (1)	27.62
03101 - Computer Systems Analyst I (1)	24.30
03102 - Computer Systems Analyst II (1)	27.20
03103 - Computer Systems Analyst III (1)	27.62
03160 - Peripheral Equipment Operator	12.06
05000 - Automotive Service Occupations	
05005 - Automotive Body Repairer, Fiberglass	15.64
05010 - Automotive Glass Installer	15.47
05040 - Automotive Worker	14.08
05070 - Electrician, Automotive	16.35
05100 - Mobile Equipment Servicer	12.54
05130 - Motor Equipment Metal Mechanic	15.64
05160 - Motor Equipment Metal Worker	14.08
05190 - Motor Vehicle Mechanic	15.64
05220 - Motor Vehicle Mechanic Helper	11.98
05250 - Motor Vehicle Upholstery Worker	13.31
05280 - Motor Vehicle Wrecker	14.08
05310 - Painter, Automotive	14.86
05340 - Radiator Repair Specialist	14.08
05370 - Tire Repairer	12.12
05400 - Transmission Repair Specialist	15.64
07000 - Food Preparation and Service Occupations	
(not set) - Food Service Worker	6.87
07010 - Baker	9.04
07041 - Cook I	7.94
07042 - Cook II	9.56
07070 - Dishwasher	6.98
07130 - Meat Cutter	12.32
07250 - Waiter/Waitress	7.05
09000 - Furniture Maintenance and Repair Occupations	
09010 - Electrostatic Spray Painter	14.86
09040 - Furniture Handler	10.36
09070 - Furniture Refinisher	14.86

09100 - Furniture Refinisher Helper	11.75
09110 - Furniture Repairer, Minor	13.31
09130 - Upholsterer	14.86
11030 - General Services and Support Occupations	
11030 - Cleaner, Vehicles	8.78
11060 - Elevator Operator	8.57
11090 - Gardener	10.49
11121 - House Keeping Aid I	7.46
11122 - House Keeping Aid II	8.57
11150 - Janitor	8.92
11210 - Laborer, Grounds Maintenance	8.82
11240 - Maid or Houseman	7.27
11270 - Pest Controller	12.41
11300 - Refuse Collector	9.89
11330 - Tractor Operator	9.84
11360 - Window Cleaner	9.02
12000 - Health Occupations	
12020 - Dental Assistant	12.71
12040 - Emergency Medical Technician (EMT)/Paramedic/Ambulance Driver	12.49
12071 - Licensed Practical Nurse I	11.21
12072 - Licensed Practical Nurse II	12.61
12073 - Licensed Practical Nurse III	14.10
12100 - Medical Assistant	10.20
12130 - Medical Laboratory Technician	13.00
12160 - Medical Record Clerk	11.24
12190 - Medical Record Technician	13.54
12221 - Nursing Assistant I	7.92
12222 - Nursing Assistant II	8.90
12223 - Nursing Assistant III	9.72
12224 - Nursing Assistant IV	10.89
12250 - Pharmacy Technician	12.19
12280 - Phlebotomist	12.16
12311 - Registered Nurse I	20.17
12312 - Registered Nurse II	24.67
12313 - Registered Nurse II, Specialist	24.67
12314 - Registered Nurse III	29.84
12315 - Registered Nurse III, Anesthetist	29.84
12316 - Registered Nurse IV	35.78
13000 - Information and Arts Occupations	
13002 - Audiovisual Librarian	16.49
13011 - Exhibits Specialist I	18.53
13012 - Exhibits Specialist II	20.67
13013 - Exhibits Specialist III	24.88
13041 - Illustrator I	18.70
13042 - Illustrator II	20.67
13043 - Illustrator III	25.81
13047 - Librarian	17.91
13050 - Library Technician	11.07
13071 - Photographer I	12.06
13072 - Photographer II	14.88
13073 - Photographer III	17.97
13074 - Photographer IV	22.44
13075 - Photographer V	25.75
15000 - Laundry, Dry Cleaning, Pressing and Related Occupations	
15010 - Assembler	7.43
15030 - Counter Attendant	7.43
15040 - Dry Cleaner	9.48
15070 - Finisher, Flatwork, Machine	7.42
15090 - Presser, Hand	7.42
15100 - Presser, Machine, Drycleaning	7.42

15130 - Presser, Machine, Shirts	7.42
15160 - Presser, Machine, Wearing Apparel, Laundry	7.42
15190 - Sewing Machine Operator	10.16
15220 - Tailor	10.84
15250 - Washer, Machine	8.13
19000 - Machine Tool Operation and Repair Occupations	
19010 - Machine-Tool Operator (Toolroom)	17.99
19040 - Tool and Die Maker	24.44
21000 - Material Handling and Packing Occupations	
21010 - Fuel Distribution System Operator	16.02
21020 - Material Coordinator	19.06
21030 - Material Expediter	19.06
21040 - Material Handling Laborer	10.95
21050 - Order Filler	11.74
21071 - Forklift Operator	13.81
21080 - Production Line Worker (Food Processing)	13.81
21100 - Shipping/Receiving Clerk	11.78
21130 - Shipping Packer	11.78
21140 - Store Worker I	12.25
21150 - Stock Clerk (Shelf Stocker; Store Worker II)	14.85
21210 - Tools and Parts Attendant	13.81
21400 - Warehouse Specialist	13.81
23000 - Mechanics and Maintenance and Repair Occupations	
23010 - Aircraft Mechanic	18.90
23040 - Aircraft Mechanic Helper	13.73
23050 - Aircraft Quality Control Inspector	19.21
23060 - Aircraft Servicer	15.54
23070 - Aircraft Worker	16.45
23100 - Appliance Mechanic	14.94
23120 - Bicycle Repairer	12.12
23125 - Cable Splicer	19.91
23130 - Carpenter, Maintenance	14.95
23140 - Carpet Layer	14.17
23160 - Electrician, Maintenance	17.07
23181 - Electronics Technician, Maintenance I	16.32
23182 - Electronics Technician, Maintenance II	22.61
23183 - Electronics Technician, Maintenance III	25.36
23260 - Fabric Worker	14.63
23290 - Fire Alarm System Mechanic	16.94
23310 - Fire Extinguisher Repairer	13.76
23340 - Fuel Distribution System Mechanic	19.65
23370 - General Maintenance Worker	14.08
23400 - Heating, Refrigeration and Air Conditioning Mechanic	15.64
23430 - Heavy Equipment Mechanic	15.64
23440 - Heavy Equipment Operator	16.82
23460 - Instrument Mechanic	17.02
23470 - Laborer	9.38
23500 - Locksmith	15.07
23530 - Machinery Maintenance Mechanic	17.43
23550 - Machinist, Maintenance	15.64
23580 - Maintenance Trades Helper	11.98
23640 - Millwright	16.27
23700 - Office Appliance Repairer	15.72
23740 - Painter, Aircraft	14.86
23760 - Painter, Maintenance	14.86
23790 - Pipefitter, Maintenance	19.06
23800 - Plumber, Maintenance	18.32
23820 - Pneudraulic Systems Mechanic	16.94
23850 - Rigger	17.75
23870 - Scale Mechanic	15.39

23890 - Sheet-Metal Worker, Maintenance	18.76
23910 - Small Engine Mechanic	15.49
23930 - Telecommunication Mechanic I	19.01
23931 - Telecommunication Mechanic II	19.93
23950 - Telephone Lineman	19.01
23960 - Welder, Combination, Maintenance	15.64
23965 - Well Driller	17.20
23970 - Woodcraft Worker	16.94
23980 - Woodworker	12.54
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	8.41
24580 - Child Care Center Clerk	12.06
24600 - Chore Aid	7.94
24630 - Homemaker	15.64
25000 - Plant and System Operation Occupations	
25010 - Boiler Tender	21.65
25040 - Sewage Plant Operator	15.27
25070 - Stationary Engineer	21.87
25190 - Ventilation Equipment Tender	13.00
25210 - Water Treatment Plant Operator	14.86
27000 - Protective Service Occupations	
(not set) - Police Officer	19.86
27004 - Alarm Monitor	12.57
27006 - Corrections Officer	17.42
27010 - Court Security Officer	18.86
27040 - Detention Officer	17.42
27070 - Firefighter	17.85
27101 - Guard I	10.42
27102 - Guard II	15.03
28000 - Stevedoring/Longshoremen Occupations	
28010 - Blocker and Bracer	17.57
28020 - Hatch Tender	17.54
28030 - Line Handler	17.54
28040 - Stevedore I	16.57
28050 - Stevedore II	18.50
29000 - Technical Occupations	
21150 - Graphic Artist	18.92
29010 - Air Traffic Control Specialist, Center (2)	31.49
29011 - Air Traffic Control Specialist, Station (2)	21.71
29012 - Air Traffic Control Specialist, Terminal (2)	25.06
29023 - Archeological Technician I	15.46
29024 - Archeological Technician II	18.59
29025 - Archeological Technician III	23.01
29030 - Cartographic Technician	21.63
29035 - Computer Based Training (CBT) Specialist/ Instructor	25.02
29040 - Civil Engineering Technician	20.19
29061 - Drafter I	12.17
29062 - Drafter II	14.05
29063 - Drafter III	18.53
29064 - Drafter IV	21.63
29081 - Engineering Technician I	14.93
29082 - Engineering Technician II	18.70
29083 - Engineering Technician III	20.55
29084 - Engineering Technician IV	26.62
29085 - Engineering Technician V	30.72
29086 - Engineering Technician VI	35.25
29090 - Environmental Technician	20.60
29100 - Flight Simulator/Instructor (Pilot)	27.20
29160 - Instructor	20.15
29210 - Laboratory Technician	16.28

29240 - Mathematical Technician	22.75
29361 - Paralegal/Legal Assistant I	16.69
29362 - Paralegal/Legal Assistant II	20.67
29363 - Paralegal/Legal Assistant III	25.29
29364 - Paralegal/Legal Assistant IV	30.60
29390 - Photooptics Technician	21.63
29480 - Technical Writer	20.46
29491 - Unexploded Ordnance (UXO) Technician I	20.02
29492 - Unexploded Ordnance (UXO) Technician II	24.22
29493 - Unexploded Ordnance (UXO) Technician III	29.03
29494 - Unexploded (UXO) Safety Escort	20.02
29495 - Unexploded (UXO) Sweep Personnel	20.02
29620 - Weather Observer, Senior (3)	22.14
29621 - Weather Observer, Combined Upper Air and Surface Programs (3)	19.24
29622 - Weather Observer, Upper Air (3)	19.24
31000 - Transportation/ Mobile Equipment Operation Occupations	
31030 - Bus Driver	12.12
31260 - Parking and Lot Attendant	8.00
31290 - Shuttle Bus Driver	12.21
31300 - Taxi Driver	9.49
31361 - Truckdriver, Light Truck	12.21
31362 - Truckdriver, Medium Truck	13.79
31363 - Truckdriver, Heavy Truck	16.94
31364 - Truckdriver, Tractor-Trailer	16.94
99000 - Miscellaneous Occupations	
99020 - Animal Caretaker	9.96
99030 - Cashier	7.57
99041 - Carnival Equipment Operator	9.42
99042 - Carnival Equipment Repairer	10.14
99043 - Carnival Worker	7.38
99050 - Desk Clerk	8.41
99095 - Embalmer	20.02
99300 - Lifeguard	10.52
99310 - Mortician	21.59
99350 - Park Attendant (Aide)	12.79
99400 - Photofinishing Worker (Photo Lab Tech., Darkroom Tech)	9.09
99500 - Recreation Specialist	11.65
99510 - Recycling Worker	11.21
99610 - Sales Clerk	10.81
99620 - School Crossing Guard (Crosswalk Attendant)	7.43
99630 - Sport Official	10.52
99658 - Survey Party Chief (Chief of Party)	21.47
99659 - Surveying Technician (Instr. Person/Surveyor Asst./Instr.)	17.31
99660 - Surveying Aide	12.07
99690 - Swimming Pool Operator	13.84
99720 - Vending Machine Attendant	11.50
99730 - Vending Machine Repairer	13.84
99740 - Vending Machine Repairer Helper	11.18

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ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$3.01 per hour or \$120.40 per week or \$521.73 per month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 10 years, and 4 after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of

similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year: New Year's Day, Martin Luther King Jr.'s Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

THE OCCUPATIONS WHICH HAVE PARENTHESES AFTER THEM RECEIVE THE FOLLOWING BENEFITS (as numbered):

- 1) Does not apply to employees employed in a bona fide executive, administrative, or professional capacity as defined and delineated in 29 CFR 541. (See CFR 4.156)
- 2) APPLICABLE TO AIR TRAFFIC CONTROLLERS ONLY - NIGHT DIFFERENTIAL: An employee is entitled to pay for all work performed between the hours of 6:00 P.M. and 6:00 A.M. at the rate of basic pay plus a night pay differential amounting to 10 percent of the rate of basic pay.
- 3) WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

**\*\* UNIFORM ALLOWANCE \*\***

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

**\*\* NOTES APPLYING TO THIS WAGE DETERMINATION \*\***

Under the policy and guidance contained in All Agency Memorandum No. 159, the Wage and Hour Division does not recognize, for section 4(c) purposes, prospective wage rates and fringe benefit provisions that are effective only upon such contingencies as "approval of Wage and Hour, issuance of a wage determination, incorporation of the wage determination in the contract, adjusting the contract price, etc." (The relevant CBA section) in the collective bargaining agreement between (the parties) contains contingency language that Wage and Hour does not recognize as reflecting "arm's length negotiation" under section 4(c) of the Act and 29 C.F.R. 5.11(a) of the regulations. This wage determination therefore reflects the actual CBA wage rates and fringe benefits paid under the predecessor contract.

**Source of Occupational Title and Descriptions:**

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations," Fourth Edition, January 1993, as amended by the Third Supplement, dated March 1997, unless otherwise indicated. This publication may be obtained from the Superintendent of Documents, at 202-783-3238, or by writing to the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. Copies of specific job descriptions may also be obtained from the appropriate contracting officer.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444 (SF 1444)}

**Conformance Process:**

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C) (vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.



The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation) and computes a proposed rate).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title), a Federal grade equivalency (FGE) for each proposed classification), job description), and rationale for proposed wage rate), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour decision to the contractor.
- 6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.

# ATTACHMENT 3

## CONTRACTOR DATA REQUIREMENT LIST

CDRLs

DTFAAC-06-R-02043

6-19-2006

## ATTACHMENT 3

### Contractor Data Requirements List

CDRL 001--Notice of Employment:	6-19-2006	2
CDRL 002--Notice of Termination	6-19-2006	2:
CDRL 003--AC Form 3370-2, Contract Employee Clearance Record	6-19-2006	2:
CDRL 004--Time and Attendance Data:	6-19-2006	2
CDRL 005--Staffing Report:	6-19-2006	2
CDRL 006--Personnel Status Report:	6-19-2006	2
CDRL 007--Contractor Hours Report:	6-19-2006	2
CDRL 008--Activity Report:	6-19-2006	2
CDRL 009--Task 1 Computer Hardware-Software Report:	6-19-2006	2
CDRL 0010--Performance Evaluations:	6-19-2006	2
CDRL 0011--Contract Employee Training Support Report:	6-19-2006	2
CDRL 0012--Labor Distribution Report:	6-19-2006	2



# INSTRUCTIONS FOR COMPLETING FAA Template No. 59 (6/98)

- A. **Contract Line Item No.** Contract Line Item Number (CLIN) associated with this Contract Data Requirements List (CDRL).
- B. **Exhibit.** Exhibit identifier for this CDRL item.
- C. **Category.** TDP (Technical Data package), TM (Technical Manual), or Other (other, such as Provisioning, Configuration Management, Progress Reports, Meeting Minutes, Commercial Catalogs, Commercial Data Sheets, Software License Agreements).
- D. **System/Item.** System, item, project designator or name, or title of services being acquired that the data will support.
- E. **Contract/PR No.** Procurement Instrument Identification Number (PIIN) (i.e., the contract number, the Purchase Request (PR) number, the screening Information Request (SIR) number, or other appropriate designator.
- F. **Contractor.** Contractor's name.
- G. **Prepared by.** Preparer's organization responsible for preparing the CDRL.
- H. **Date.** Date the form was prepared.
- I. **Approved by.** Office responsible for approving the CDRL. The approving official's signature appears on the last page of exhibit.
- J. **Date.** The date the CDRL was approved.

1. **Data Item No.** The 4-character Exhibit Line Item Number (ELIN). The first position consists of the exhibit identifier and the remaining positions are assigned sequentially.
2. **Title of Data Item.** The title of the Data Item Description (DID) cited in item 4.
3. **Subtitle.** Further identification of the data item to supplement the title, if required.
4. **Authority (Data Acquisition Document No.)** DID identification number where detailed preparation instructions are provided.
5. **Contract Reference.** The specific paragraph number of the applicable contractual document that contains the tasking that generates a requirement for the data item. Normally, this will be a Statement of Work (SOW) paragraph.
6. **Requiring Office.** The technical office having responsibility for ensuring the technical adequacy of the data.
7. **DD 250 Required.**
8. **APP Code.** Identification, by entry of an "A," of a requirement for advance written approval prior to final distribution of an item of data. An "A" in this item indicates that one or more draft submittals are required. Item 14 will show length of turn-around time for the contractor to resubmit the data after Government approval/disapproval has been issued.
9. **Distribution Statement Required.**
10. **Frequency.** The frequency of data submittal. Entries in this item are explained in Table 1. If the data is of a recurring type, it is to be submitted at the end of the reporting period established in this item unless otherwise indicated in item 14.

Table 1. Data Submittal Frequency Codes

CODE	FREQUENCY	CODE	FREQUENCY
ANNLY	Annually	ASGEN	As generated
ASREQ	As required	BI-MO	Every two months
BI-WE	Every two weeks	CP/RQ	Change pages as required
DAILY	Daily	DFDEL	Deferred delivery
MTHLY	Monthly	ONE/R	One time with revisions
OTIME	One time (does not include draft submissions)	QRTLY	Quarterly
R/ASR	Revisions as required	SEMA	Every six months
WEKLY	Weekly	"N"TIME	Multiple separate submittals (2time, 3time, etc.)
See Item #14	Requirement is described in item #14. Used in lieu of other codes where such are inadequate to define requirement, or used in addition to other codes requiring amplification in item #14.		

11. **As of Date.** Date for cutting off collection of the data. If the data is to be submitted multiple times, a numeral will be entered to indicate the number of calendar days prior to the end of the reporting period, established in item 10, that data collection will be cut off. For example, "15" would place the "as of date" for the data at 15 days before the end of the month, quarter, or year, depending upon the frequency established in item 10; a "0" or blank" would place the "as of" date at the end of each month, quarter, etc.
12. **Date of First Submission.** Due date for initial data submission. This is normally the postage date or date the data is delivered to the Contracting Officer or keyed to a specific event or milestone, using a code from Table 2.

Table 2. Data Submission Codes

Code	Definition	Code	Definition
ASGEN	As generated	ASREQ	As required
DFDEL	Deferred delivery	"N"DAC	Days after contract award
"N"DACM	Days after contract modification	"N"DARP	Days after reporting period
"N"DARC	Days after receipt of comments	"N"DTC	Days after test completion
NLT	No later than	EOC	End of contract
EOM	End of month	EOQ	End of quarter
See Item #14	Use to indicate requirement is described in item 14. Used in lieu of other codes where such are inadequate to define requirement or used in addition to other codes when amplification is included in item 14.		

The "N" is assigned a value indicating the number of days, e.g., 30 DAC

13. **Date of Subsequent Submission.** Due date(s) for subsequent data submission(s), if data is to be submitted more than once. If submittal is constrained by a specific event or milestone, the constraint will be given using a code from Table 2.
14. **Remarks.** Contains all pertinent information not specified elsewhere and any amplification of other items on this format (e.g., DID tailoring, approval criteria and authority, inspection and acceptance clarification, distributions statements, specific submission instructions, explanation of reproducible copy and delivery requirements, alternative medium for delivery of the data item, etc.)
15. **Distribution.** Addressees and the number of draft and final copies (regular or reproducible) to be provided to each. FAA facility designator and/or office symbols/codes may be used; however, an explanation of these will be provided in the Addressee Listing. When reproducible copies (e.g., magnetic diskettes/tape, vellum, negative, etc.) are required, an explanation will be provided in item 14. If deferred delivery is required, amplification will be given in item 14.
16. **Total.** Total number of draft and final (regular/reproducible) copies required.
17. **Price Group.** Not used.
18. **Estimated Total Price.** Not used.

CONTRACT DATA REQUIREMENTS LIST (CDRL)				Page 1 of 2	
A. Contract line Item No. 4.0 Data & Reports		B. Exhibit na		C. Category (Check appropriate one) TDP <input type="checkbox"/> TM <input type="checkbox"/> Other <input checked="" type="checkbox"/>	
D. System/Item		E. Contract/PR No. DTFAAC-06-R-02043		F. Contractor	
1. Data Item No. 002		2. Title of Data Item Notice of Employ Termination		3. Subtitle	
4. Authority SOW Paragraph 13.1.1.2		5. Contact Reference DTFAAC-06-C--		6. Requiring Office AMA-500	
7. DD 250 Req'd no	8. APPROVAL Code A	9. Distribution Statement Required NA		10. Frequency ASREQ	11. As of Date (AOD) 0
12. Date of First Submission ASREQ		13. Date of Subsequent Submission ASREQ		15. Distribution	
14. REMARKS:  Contractor shall provide notification, via e-mail to the COR, of incoming new employees, by name, task assignment, position title, and start date.				a. Addressee	b. Draft Copies
				c. Final Copies Reg.	d. Copies Repro
				AMA-500	0 ea
					0 ea
					0
				16. Total	
G. Prepared By AMA-500		H. Date 01/19/2006		I. Approved By Brent D. Foreman Contracting Officer	
J. Date					
17. Price Group na		18. Estimated Total Price na			

# INSTRUCTIONS FOR COMPLETING FAA Template No. 59 (6/98)

- A. **Contract Line Item No..** Contract Line Item Number (CLIN) associated with this Contract Data Requirements List (CDRL).
- B. **Exhibit.** Exhibit identifier for this CDRL item.
- C. **Category.** TDP (Technical Data package), TM (Technical Manual), or Other (other, such as Provisioning, Configuration Management, Progress Reports, Meeting Minutes, Commercial Catalogs, Commercial Data Sheets, Software License Agreements).
- D. **System/Item.** System, item, project designator or name, or title of services being acquired that the data will support.
- E. **Contract/PR No.** Procurement Instrument Identification Number (PIIN) (i.e., the contract number, the Purchase Request (PR) number, the screening Information Request (SIR) number, or other appropriate designator).
- F. **Contractor.** Contractor's name.
- G. **Prepared by.** Preparer's organization responsible for preparing the CDRL.
- H. **Date.** Date the form was prepared.
- I. **Approved by.** Office responsible for approving the CDRL. The approving official's signature appears on the last page of exhibit.
- J. **Date.** The date the CDRL was approved.

1. **Data Item No.** The 4-character Exhibit Line Item Number (ELIN). The first position consists of the exhibit identifier and the remaining positions are assigned sequentially.
2. **Title of Data Item.** The title of the Data Item Description (DID) cited in item 4.
3. **Subtitle.** Further identification of the data item to supplement the title, if required.
4. **Authority (Data Acquisition Document No.)** DID identification number where detailed preparation instructions are provided.
5. **Contract Reference.** The specific paragraph number of the applicable contractual document that contains the tasking that generates a requirement for the data item. Normally, this will be a Statement of Work (SOW) paragraph.
6. **Requiring Office.** The technical office having responsibility for ensuring the technical adequacy of the data.
7. **DD 250 Required.**
8. **APP Code.** Identification, by entry of an "A," of a requirement for advance written approval prior to final distribution of an item of data. An "A" in this item indicates that one or more draft submittals are required. Item 14 will show length of turn-around time for the contractor to resubmit the data after Government approval/disapproval has been issued.
9. **Distribution Statement Required.**
10. **Frequency.** The frequency of data submittal. Entries in this item are explained in Table 1. If the data is of a recurring type, it is to be submitted at the end of the reporting period established in this item unless otherwise indicated in item 14.

Table 1. Data Submittal Frequency Codes

CODE	FREQUENCY	CODE	FREQUENCY
ANNLY	Annually	ASGEN	As generated
ASREQ	As required	BI-MO	Every two months
BI-WE	Every two weeks	CP/RQ	Change pages as required
DAILY	Daily	DFDEL	Deferred delivery
MTHLY	Monthly	ONE/R	One time with revisions
OTIME	One time (does not include draft submissions)	QRTLY	Quarterly
R/ASR	Revisions as required	SEMI	Every six months
WEKLY	Weekly	"N"TIME	Multiple separate submittals (2time, 3time, etc.)
See Item #14	Requirement is described in item #14. Used in lieu of other codes where such are inadequate to define requirement, or used in addition to other codes requiring amplification in item #14.		

11. **As of Date.** Date for cutting off collection of the data. If the data is to be submitted multiple times, a numeral will be entered to indicate the number of calendar days prior to the end of the reporting period, established in item 10, that data collection will be cut off. For example, "15" would place the "as of date" for the data at 15 days before the end of the month, quarter, or year, depending upon the frequency established in item 10; a "0" or blank would place the "as of" date at the end of each month, quarter, etc.
12. **Date of First Submission.** Due date for initial data submission. This is normally the postage date or date the data is delivered to the Contracting Officer or keyed to a specific event or milestone, using a code from Table 2.

Table 2. Data Submission Codes

Code	Definition	Code	Definition
ASGEN	As generated	ASREQ	As required
DFDEL	Deferred delivery	"N"DAC	Days after contract award
"N"DACM	Days after contract modification	"N"DARP	Days after reporting period
"N"DARC	Days after receipt of comments	"N"DTC	Days after test completion
NLT	No later than	EOC	End of contract
EOM	End of month	EOQ	End of quarter
See Item #14	Use to indicate requirement is described in item 14. Used in lieu of other codes where such are inadequate to define requirement or used in addition to other codes when amplification is included in item 14.		

The "N" is assigned a value indicating the number of days, e.g., 30 DAC

13. **Date of Subsequent Submission.** Due date(s) for subsequent data submission(s), if data is to be submitted more than once. If submittal is constrained by a specific event or milestone, the constraint will be given using a code from Table 2.
14. **Remarks.** Contains all pertinent information not specified elsewhere and any amplification of other items on this format (e.g., DID tailoring, approval criteria and authority, inspection and acceptance clarification, distributions statements, specific submission instructions, explanation of reproducible copy and delivery requirements, alternative medium for delivery of the data item, etc.)
15. **Distribution.** Addressees and the number of draft and final copies (regular or reproducible) to be provided to each. FAA facility designator and/or office symbols/codes may be used; however, an explanation of these will be provided in the Addressee Listing. When reproducible copies (e.g., magnetic diskettes/tape, vellum, negative, etc.) are required, an explanation will be provided in item 14. If deferred delivery is required, amplification will be given in item 14.
16. **Total.** Total number of draft and final (regular/reproducible) copies required.
17. **Price Group.** Not used.
18. **Estimated Total Price.** Not used.

# CONTRACT DATA REQUIREMENTS LIST (CDRL)

Page 1 of 2

A. Contract line Item No.		B. Exhibit na	C. Category (Check appropriate one) TDP <input type="checkbox"/> TM <input type="checkbox"/> Other <input checked="" type="checkbox"/>	
4. Data Reports				
D. System/Item		E. Contract/PR No.  DTFAAC-06-R-02043	F. Contractor	
1. Data Item No. 003		2. Title of Data Item AC Form 3370-2, Contract Employee Clearance Record		3. Subtitle
4. Authority SOW Paragraph 13.1.1.3		5. Contact Reference DTFAAC-06-C--		6. Requiring Office AMA-500
7. DD 250 Req'd no	8. APPROVAL Code A	9. Distribution Statement Required NA		10. Frequency ASREQ
				11. As of Date (AOD) 0
12. Date of First Submission ASREQ		13. Date of Subsequent Submission ASREQ		15. Distribution
14. REMARKS:  Contractor shall ensure an AC Form 3370-2 is prepared for each terminating contract employee.		a. Addressee	b. Draft Copies	c. Final Copies Reg.    d. Copies Repro
		AMA-500	0 ea	0 ea    0
		16. Total		
G. Prepared By AMA-500		H. Date 06/19/2006	I. Approved By Brent D. Foreman Contracting Officer	
				J. Date
17. Price Group na		18. Estimated Total Price na		



# INSTRUCTIONS FOR COMPLETING FAA Template No. 59 (6/98)

- A. **Contract Line Item No.** Contract Line Item Number (CLIN) associated with this Contract Data Requirements List (CDRL).
- B. **Exhibit.** Exhibit identifier for this CDRL item.
- C. **Category.** TDP(Technical Data package), TM (Technical Manual), or Other (other, such as Provisioning, Configuration Management, Progress Reports, Meeting Minutes, Commercial Catalogs, Commercial Data Sheets, Software License Agreements).
- D. **System/Item.** System, item, project designator or name, or title of services being acquired that the data will support.
- E. **Contract/PR No.** Procurement Instrument Identification Number (PIIN) (i.e., the contract number, the Purchase Request (PR) number, the screening Information Request (SIR) number, or other appropriate designator.
- F. **Contractor.** Contractor's name.
- G. **Prepared by.** Preparer's organization responsible for preparing the CDRL.
- H. **Date.** Date the form was prepared.
- I. **Approved by.** Office responsible for approving the CDRL. The approving official's signature appears on the last page of exhibit.
- J. **Date.** The date the CDRL was approved.

1. **Data Item No.** The 4-character Exhibit Line Item Number (ELIN). The first position consists of the exhibit identifier and the remaining positions are assigned sequentially.
2. **Title of Data Item.** The title of the Data Item Description (DID) cited in item 4.
3. **Subtitle.** Further identification of the data item to supplement the title, if required.
4. **Authority (Data Acquisition Document No.)** DID identification number where detailed preparation instructions are provided.
5. **Contract Reference.** The specific paragraph number of the applicable contractual document that contains the tasking that generates a requirement for the data item. Normally, this will be a Statement of Work (SOW) paragraph.
6. **Requiring Office.** The technical office having responsibility for ensuring the technical adequacy of the data.
7. **DD 250 Required.**
8. **APP Code.** Identification, by entry of an "A," of a requirement for advance written approval prior to final distribution of an item of data. An "A" in this item indicates that one or more draft submittals are required. Item 14 will show length of turn-around time for the contractor to resubmit the data after Government approval/disapproval has been issued.
9. **Distribution Statement Required.**
10. **Frequency.** The frequency of data submittal. Entries in this item are explained in Table 1. If the data is of a recurring type, it is to be submitted at the end of the reporting period established in this item unless otherwise indicated in item 14.

Table 1. Data Submittal Frequency Codes

CODE	FREQUENCY	CODE	FREQUENCY
ANPLY	Annually	ASGEN	As generated
ASREQ	As required	BI-MO	Every two months
BI-WK	Every two weeks	CP/RQ	Change pages as required
DAILY	Daily	DFDEL	Deferred delivery
MTHLY	Monthly	ONE/R	One time with revisions
OTIME	One time (does not include draft submissions)	QRTLY	Quarterly
R/ASR	Revisions as required	SEMIA	Every six months
WEKLY	Weekly	"N"TIME	Multiple separate submittals (2time; 3time, etc.)
See Item #14	Requirement is described in item #14. Used in lieu of other codes where such are inadequate to define requirement, or used in addition to other codes requiring amplification in item #14.		

11. **As of Date.** Date for cutting off collection of the data. If the data is to be submitted multiple times, a numeral will be entered to indicate the number of calendar days prior to the end of the reporting period, established in item 10, that data collection will be cut off. For example, "15" would place the "as of date" for the data at 15 days before the end of the month, quarter, or year, depending upon the frequency established in item 10; a "0 or blank" would place the "as of" date at the end of each month, quarter, etc.
12. **Date of First Submission.** Due date for initial data submission. This is normally the postage date or date the data is delivered to the Contracting Officer or keyed to a specific event or milestone, using a code from Table 2.

Table 2. Data Submission Codes

Code	Definition	Code	Definition
ASGEN	As generated	ASREQ	As required
DFDEL	Deferred delivery	"N"DAC	Days after contract award
"N"DACM	Days after contract modification	"N"DARP	Days after reporting period
"N"DARC	Days after receipt of comments	"N"DTC	Days after test completion
NLT	No later than	EOC	End of contract
EOM	End of month	EOQ	End of quarter
See Item #14	Use to indicate requirement is described in item 14. Used in lieu of other codes where such are inadequate to define requirement or used in addition to other codes when amplification is included in item 14.		

The "N" is assigned a value indicating the number of days, e.g., 30 DAC

13. **Date of Subsequent Submission.** Due date(s) for subsequent data submission(s). If data is to be submitted more than once. If submittal is constrained by a specific event or milestone, the constraint will be given using a code from Table 2.
14. **Remarks.** Contains all pertinent information not specified elsewhere and any amplification of other items on this format (e.g., DID tailoring, approval criteria and authority, inspection and acceptance clarification, distributions statements, specific submission instructions, explanation of reproducible copy and delivery requirements, alternative medium for delivery of the data item, etc.)
15. **Distribution.** Addressees and the number of draft and final copies (regular or reproducible) to be provided to each. FAA facility designator and/or office symbols/codes may be used; however, an explanation of these will be provided in the Addressee Listing. When reproducible copies (e.g., magnetic diskettes/tape, vellum, negative, etc.) are required, an explanation will be provided in item 14. If deferred delivery is required, amplification will be given in item 14.
16. **Total.** Total number of draft and final (regular/reproducible) copies required.
17. **Price Group.** Not used.
18. **Estimated Total Price.** Not used.



# INSTRUCTIONS FOR COMPLETING FAA Template No. 59 (6/98)

A. **Contract Line Item No.** Contract Line Item Number (CLIN) associated with this Contract Data Requirements List (CDRL).

B. **Exhibit.** Exhibit Identifier for this CDRL item.

C. **Category.** TDP (Technical Data package), TM (Technical Manual), or Other (other, such as Provisioning, Configuration Management, Progress Reports, Meeting Minutes, Commercial Catalogs, Commercial Data Sheets, Software License Agreements).

D. **System/Item.** System, item, project designator or name, or title of services being acquired that the data will support.

E. **Contract/PR No.** Procurement Instrument Identification Number (PIIN) (i.e., the contract number, the Purchase Request (PR) number, the screening Information Request (SIR) number, or other appropriate designator.

F. **Contractor.** Contractor's name.

G. **Prepared by.** Preparer's organization responsible for preparing the CDRL.

H. **Date.** Date the form was prepared.

I. **Approved by.** Office responsible for approving the CDRL. The approving official's signature appears on the last page of exhibit.

J. **Date.** The date the CDRL was approved.

1. **Data Item No.** The 4-character Exhibit Line Item Number (ELIN). The first position consists of the exhibit identifier and the remaining positions are assigned sequentially.

2. **Title of Data Item.** The title of the Data Item Description (DID) cited in item 4.

3. **Subtitle.** Further identification of the data item to supplement the title, if required.

4. **Authority (Data Acquisition Document No.)** DID identification number where detailed preparation instructions are provided.

5. **Contract Reference.** The specific paragraph number of the applicable contractual document that contains the tasking that generates a requirement for the data item. Normally, this will be a Statement of Work (SOW) paragraph.

6. **Requiring Office.** The technical office having responsibility for ensuring the technical adequacy of the data.

7. **DD 250 Required.**

8. **APP Code.** Identification, by entry of an "A," of a requirement for advance written approval prior to final distribution of an item of data. An "A" in this item indicates that one or more draft submittals are required. Item 14 will show length of turn-around time for the contractor to resubmit the data after Government approval/disapproval has been issued.

9. **Distribution Statement Required.**

10. **Frequency.** The frequency of data submittal. Entries in this item are explained in Table 1. If the data is of a recurring type, it is to be submitted at the end of the reporting period established in this item unless otherwise indicated in item 14.

Table 1. Data Submittal Frequency Codes

CODE	FREQUENCY	CODE	FREQUENCY
ANPLY	Annually	ASGEN	As generated
ASREQ	As required	BI-MO	Every two months
BI-WE	Every two weeks	CP/RQ	Change pages as required
DAILY	Daily	DFDEL	Deferred delivery
MTHLY	Monthly	ONE/R	One time with revisions
OTIME	One time (does not include draft submissions)	QRTLY	Quarterly
R/ASR	Revisions as required	SEMA	Every six months
WEKLY	Weekly	"N"TIME	Multiple separate submittals (2time, 3time, etc.)
See item #14	Requirement is described in item #14. Used in lieu of other codes where such are inadequate to define requirement, or used in addition to other codes requiring amplification in item #14.		

11. **As of Date.** Date for cutting off collection of the data. If the data is to be submitted multiple times, a numeral will be entered to indicate the number of calendar days prior to the end of the reporting period, established in item 10, that data collection will be cut off. For example, "15" would place the "as of date" for the data at 15 days before the end of the month, quarter, or year, depending upon the frequency established in item 10; a "0" or blank" would place the "as of" date at the end of each month, quarter, etc.

12. **Date of First Submission.** Due date for initial data submission. This is normally the postage date or date the data is delivered to the Contracting Officer or keyed to a specific event or milestone, using a code from Table 2.

Table 2. Data Submission Codes

Code	Definition	Code	Definition
ASGEN	As generated	ASREQ	As required
DFDEL	Deferred delivery	"N"DAC	Days after contract award
"N"DACM	Days after contract modification	"N"DARP	Days after reporting period
"N"DARC	Days after receipt of comments	"N"DTC	Days after test completion
NLT	No later than	EOC	End of contract
EOM	End of month	EOQ	End of quarter
See item #14	Use to indicate requirement is described in item 14. Used in lieu of other codes where such are inadequate to define requirement or used in addition to other codes when amplification is included in item 14.		

The "N" is assigned a value indicating the number of days, e.g., 30 DAC

13. **Date of Subsequent Submission.** Due date(s) for subsequent data submission(s), if data is to be submitted more than once. If submittal is constrained by a specific event or milestone, the constraint will be given using a code from Table 2.

14. **Remarks.** Contains all pertinent information not specified elsewhere and any amplification of other items on this format (e.g., DID tailoring, approval criteria and authority, inspection and acceptance clarification, distributions statements, specific submission instructions, explanation of reproducible copy and delivery requirements, alternative medium for delivery of the data item, etc.)

15. **Distribution.** Addressees and the number of draft and final copies (regular or reproducible) to be provided to each. FAA facility designator and/or office symbols/codes may be used; however, an explanation of these will be provided in the Addressee Listing. When reproducible copies (e.g., magnetic diskettes/tape, vellum, negative, etc.) are required, an explanation will be provided in item 14. If deferred delivery is required, amplification will be given in item 14.

16. **Total.** Total number of draft and final (regular/reproducible) copies required.

17. **Price Group.** Not used.

18. **Estimated Total Price.** Not used.

[illegible]

# INSTRUCTIONS FOR COMPLETING FAA Template No. 59 (6/98)

- A. **Contract Line Item No.** Contract Line Item Number (CLIN) associated with this Contract Data Requirements List (CDRL).
- B. **Exhibit.** Exhibit identifier for this CDRL item.
- C. **Category.** TDP (Technical Data package), TM (Technical Manual), or Other (other, such as Provisioning, Configuration Management, Progress Reports, Meeting Minutes, Commercial Catalogs, Commercial Data Sheets, Software License Agreements).
- D. **System/Item.** System, item, project designator or name, or title of services being acquired that the data will support.
- E. **Contract/PR No.** Procurement Instrument Identification Number (PIIN) (i.e., the contract number, the Purchase Request (PR) number, the screening Information Request (SIR) number, or other appropriate designator).
- F. **Contractor.** Contractor's name.
- G. **Prepared by.** Preparer's organization responsible for preparing the CDRL.
- H. **Date.** Date the form was prepared.
- I. **Approved by.** Office responsible for approving the CDRL. The approving official's signature appears on the last page of exhibit.
- J. **Date.** The date the CDRL was approved.

1. **Data Item No.** The 4-character Exhibit Line Item Number (ELIN). The first position consists of the exhibit identifier and the remaining positions are assigned sequentially.
2. **Title of Data Item.** The title of the Data Item Description (DID) cited in item 4.
3. **Subtitle.** Further identification of the data item to supplement the title, if required.
4. **Authority (Data Acquisition Document No.)** DID identification number where detailed preparation instructions are provided.
5. **Contract Reference.** The specific paragraph number of the applicable contractual document that contains the tasking that generates a requirement for the data item. Normally, this will be a Statement of Work (SOW) paragraph.
6. **Requiring Office.** The technical office having responsibility for ensuring the technical adequacy of the data.
7. **DD 250 Required.**
8. **APP Code.** Identification, by entry of an "A," of a requirement for advance written approval prior to final distribution of an item of data. An "A" in this item indicates that one or more draft submittals are required. Item 14 will show length of turn-around time for the contractor to resubmit the data after Government approval/disapproval has been issued.
9. **Distribution Statement Required.**
10. **Frequency.** The frequency of data submittal. Entries in this item are explained in Table 1. If the data is of a recurring type, it is to be submitted at the end of the reporting period established in this item unless otherwise indicated in item 14.

Table 1. Data Submittal Frequency Codes

CODE	FREQUENCY	CODE	FREQUENCY
ANPLY	Annually	ASGEN	As generated
ASREQ	As required	BI-MO	Every two months
BI-WK	Every two weeks	CP/RQ	Change pages as required
DAILY	Daily	DFDEL	Deferred delivery
MTHLY	Monthly	ONE/R	One time with revisions
OTIME	One time (does not include draft submissions)	QRTLY	Quarterly
R/ASR	Revisions as required	SEMA	Every six months
WEKLY	Weekly	"N"TIME	Multiple separate submittals (2time, 3time, etc.)
See Item #14	Requirement is described in item #14. Used in lieu of other codes where such are inadequate to define requirement, or used in addition to other codes requiring amplification in item #14.		

11. **As of Date.** Date for cutting off collection of the data. If the data is to be submitted multiple times, a numeral will be entered to indicate the number of calendar days prior to the end of the reporting period, established in item 10, that data collection will be cut off. For example, "15" would place the "as of date" for the data at 15 days before the end of the month, quarter, or year, depending upon the frequency established in item 10; a "0 or blank" would place the "as of" date at the end of each month, quarter, etc.
12. **Date of First Submission.** Due date for initial data submission. This is normally the postage date or date the data is delivered to the Contracting Officer or keyed to a specific event or milestone, using a code from Table 2.

Table 2. Data Submission Codes

Code	Definition	Code	Definition
ASGEN	As generated	ASREQ	As required
DFDEL	Deferred delivery	"N"DAC	Days after contract award
"N"DACM	Days after contract modification	"N"DARP	Days after reporting period
"N"DARC	Days after receipt of comments	"N"DTC	Days after test completion
NLT	No later than	EOC	End of contract
EOM	End of month	EOQ	End of quarter
See Item #14	Use to indicate requirement is described in item 14. Used in lieu of other codes where such are inadequate to define requirement or used in addition to other codes when amplification is included in item 14.		

The "N" is assigned a value indicating the number of days, e.g., 30 DAC

13. **Date of Subsequent Submission.** Due date(s) for subsequent data submission(s), if data is to be submitted more than once. If submittal is constrained by a specific event or milestone, the constraint will be given using a code from Table 2.
14. **Remarks.** Contains all pertinent information not specified elsewhere and any amplification of other items on this format (e.g., DID tailoring, approval criteria and authority, inspection and acceptance clarification, distributions statements, specific submission instructions, explanation of reproducible copy and delivery requirements, alternative medium for delivery of the data item, etc.)
15. **Distribution.** Addressees and the number of draft and final copies (regular or reproducible) to be provided to each. FAA facility designator and/or office symbols/codes may be used; however, an explanation of these will be provided in the Addressee Listing. When reproducible copies (e.g., magnetic diskettes/tape, vellum, negative, etc.) are required, an explanation will be provided in item 14. If deferred delivery is required, amplification will be given in item 14.
16. **Total.** Total number of draft and final (regular/reproducible) copies required.
17. **Price Group.** Not used.
18. **Estimated Total Price.** Not used.

CONTRACT DATA REQUIREMENTS LIST (CDRL)					Page 1 of 2	
A. Contract line Item No. 4.0 Data and Reports		B. Exhibit na		C. Category (Check appropriate one) TDP <input type="checkbox"/> TM <input type="checkbox"/> Other <input checked="" type="checkbox"/>		
D. System/Item		E. Contract/PR No.  DTFAAC-06-R-02043		F. Contractor		
1. Data Item No. 006		2. Title of Data Item Personnel Status Report			3. Subtitle	
4. Authority SOW Paragraph 12.1.1.6		5. Contract Reference DTFAAC-06-C--			6. Requiring Office AMA-500	
7. DD 250 Req'd no	8. APPROVAL Code A	9. Distribution Statement Required NA		10. Frequency MTHLY	11. As of Date (AOD) 0	
12. Date of First Submission See Blk 14		13. Date of Subsequent Submission ASREQ		15. Distribution		
14. REMARKS:  Contractor shall provide one electronic Excel spreadsheet, transmitted via e-mail to the COR and to AMC-700, showing, for each employee: employee's full name; Social Security Number; task or subtask number; routing symbol, building(s) and room(s) in which he/she works; telephone extension number; work shift start and end times; hiring and/or termination date, if applicable; DOT ID card number; parking decal number(s); and Government-issued key number(s).  Block 12: Within 5 business days of the end of first month of the contract				a. Addressee	b. Draft Copies	c. Final Copies Reg. Repro
				AMA-500	0 ea	0 ea
				16. Total		
G. Prepared By AMA-500		H. Date 01/19/2006	I. Approved By Brent D. Foreman Contracting Officer		J. Date	
17. Price Group na			18. Estimated Total Price na			

# INSTRUCTIONS FOR COMPLETING FAA Template No. 59 (6/98)

- A. **Contract Line Item No.** Contract Line Item Number (CLIN) associated with this Contract Data Requirements List (CDRL).
- B. **Exhibit.** Exhibit identifier for this CDRL item.
- C. **Category.** TDP(Technical Data package), TM (Technical Manual), or Other (other, such as Provisioning, Configuration Management, Progress Reports, Meeting Minutes, Commercial Catalogs, Commercial Data Sheets, Software License Agreements).
- D. **System/Item.** System, item, project designator or name, or title of services being acquired that the data will support.
- E. **Contract/PR No.** Procurement Instrument Identification Number (PIIN) (i.e., the contract number, the Purchase Request (PR) number, the screening Information Request (SIR) number, or other appropriate designator.
- F. **Contractor.** Contractor's name.
- G. **Prepared by.** Preparer's organization responsible for preparing the CDRL.
- H. **Date.** Date the form was prepared.
- I. **Approved by.** Office responsible for approving the CDRL. The approving official's signature appears on the last page of exhibit.
- J. **Date.** The date the CDRL was approved.

1. **Data Item No.** The 4-character Exhibit Line Item Number (ELIN). The first position consists of the exhibit identifier and the remaining positions are assigned sequentially.
2. **Title of Data Item.** The title of the Data Item Description (DID) cited in item 4.
3. **Subtitle.** Further identification of the data item to supplement the title, if required.
4. **Authority (Data Acquisition Document No.)** DID identification number where detailed preparation instructions are provided.
5. **Contract Reference.** The specific paragraph number of the applicable contractual document that contains the tasking that generates a requirement for the data item. Normally, this will be a Statement of Work (SOW) paragraph.
6. **Requiring Office.** The technical office having responsibility for ensuring the technical adequacy of the data.
7. **DD 250 Required.**
8. **APP Code.** Identification, by entry of an "A," of a requirement for advance written approval prior to final distribution of an item of data. An "A" in this item indicates that one or more draft submittals are required. Item 14 will show length of turn-around time for the contractor to resubmit the data after Government approval/disapproval has been issued.
9. **Distribution Statement Required.**
10. **Frequency.** The frequency of data submittal. Entries in this item are explained in Table 1. If the data is of a recurring type, it is to be submitted at the end of the reporting period established in this item unless otherwise indicated in item 14.

Table 1. Data Submittal Frequency Codes

CODE	FREQUENCY	CODE	FREQUENCY
ANNLY	Annually	ASGEN	As generated
ASREQ	As required	BI-MO	Every two months
BI-WE	Every two weeks	CP/RQ	Change pages as required
DAILY	Daily	DFDEL	Deferred delivery
MTHLY	Monthly	ONE/R	One time with revisions
OTIME	One time (does not include draft submissions)	QRTLY	Quarterly
R/ASR	Revisions as required	SEMA	Every six months
WEKLY	Weekly	"N"TIME	Multiple separate submittals (2time, 3time, etc.)
See Item #14	Requirement is described in item #14. Used in lieu of other codes where such are inadequate to define requirement, or used in addition to other codes requiring amplification in item #14.		

11. **As of Date.** Date for cutting off collection of the data. If the data is to be submitted multiple times, a numeral will be entered to indicate the number of calendar days prior to the end of the reporting period, established in item 10, that data collection will be cut off. For example, "15" would place the "as of date" for the data at 15 days before the end of the month, quarter, or year, depending upon the frequency established in item 10; a "0 or blank" would place the "as of" date at the end of each month, quarter, etc.
12. **Date of First Submission.** Due date for initial data submission. This is normally the postage date or date the data is delivered to the Contracting Officer or keyed to a specific event or milestone, using a code from Table 2.

Table 2. Data Submission Codes

Code	Definition	Code	Definition
ASGEN	As generated	ASREQ	As required
DFDEL	Deferred delivery	"N"DAC	Days after contract award
"N"DACM	Days after contract modification	"N"DARP	Days after reporting period
"N"DARC	Days after receipt of comments	"N"DTC	Days after test completion
NLT	No later than	EOC	End of contract
EOM	End of month	EOQ	End of quarter
See item #14	Use to indicate requirement is described in item 14. Used in lieu of other codes where such are inadequate to define requirement or used in addition to other codes when amplification is included in item 14.		

The "N" is assigned a value indicating the number of days, e.g., 30 DAC

13. **Date of Subsequent Submission.** Due date(s) for subsequent data submission(s), if data is to be submitted more than once. If submittal is constrained by a specific event or milestone, the constraint will be given using a code from Table 2.
14. **Remarks.** Contains all pertinent information not specified elsewhere and any amplification of other items on this format (e.g., DID tailoring, approval criteria and authority, inspection and acceptance clarification, distributions statements, specific submission instructions, explanation of reproducible copy and delivery requirements, alternative medium for delivery of the data item, etc.)
15. **Distribution.** Addressees and the number of draft and final copies (regular or reproducible) to be provided to each. FAA facility designator and/or office symbols/codes may be used; however, an explanation of these will be provided in the Addressee Listing. When reproducible copies (e.g., magnetic diskettes/tape, vellum, negative, etc.) are required, an explanation will be provided in item 14. If deferred delivery is required, amplification will be given in item 14.
16. **Total.** Total number of draft and final (regular/reproducible) copies required.
17. **Price Group.** Not used.
18. **Estimated Total Price.** Not used.





# INSTRUCTIONS FOR COMPLETING FAA Template No. 59 (6/98)

A. **Contract Line Item No.** Contract Line Item Number (CLIN) associated with this Contract Data Requirements List (CDRL).

B. **Exhibit.** Exhibit identifier for this CDRL item.

C. **Category.** TDP (Technical Data package), TM (Technical Manual), or Other (other, such as Provisioning, Configuration Management, Progress Reports, Meeting Minutes, Commercial Catalogs, Commercial Data Sheets, Software License Agreements).

D. **System/Item.** System, Item, project designator or name, or title of services being acquired that the data will support.

E. **Contract/PR No.** Procurement Instrument Identification Number (PIIN) (i.e., the contract number, the Purchase Request (PR) number, the screening Information Request (SIR) number, or other appropriate designator.

F. **Contractor.** Contractor's name.

G. **Prepared by.** Preparer's organization responsible for preparing the CDRL.

H. **Date.** Date the form was prepared.

I. **Approved by.** Office responsible for approving the CDRL. The approving official's signature appears on the last page of exhibit.

J. **Date.** The date the CDRL was approved.

1. **Data Item No.** The 4-character Exhibit Line Item Number (ELIN). The first position consists of the exhibit identifier and the remaining positions are assigned sequentially.

2. **Title of Data Item.** The title of the Data Item Description (DID) cited in Item 4.

3. **Subtitle.** Further identification of the data item to supplement the title, if required.

4. **Authority (Data Acquisition Document No.)** DID identification number where detailed preparation instructions are provided.

5. **Contract Reference.** The specific paragraph number of the applicable contractual document that contains the tasking that generates a requirement for the data item. Normally, this will be a Statement of Work (SOW) paragraph.

6. **Requiring Office.** The technical office having responsibility for ensuring the technical adequacy of the data.

7. **DD 250 Required.**

8. **APP Code.** Identification, by entry of an "A," of a requirement for advance written approval prior to final distribution of an item of data. An "A" in this item indicates that one or more draft submittals are required. Item 14 will show length of turn-around time for the contractor to resubmit the data after Government approval/disapproval has been issued.

9. **Distribution Statement Required.**

10. **Frequency.** The frequency of data submittal. Entries in this item are explained in Table 1. If the data is of a recurring type, it is to be submitted at the end of the reporting period established in this item unless otherwise indicated in item 14.

Table 1. Data Submittal Frequency Codes

CODE	FREQUENCY	CODE	FREQUENCY
ANNLY	Annually	ASGEN	As generated
ASREQ	As required	BI-MO	Every two months
BI-WK	Every two weeks	CP/RQ	Change pages as required
DAILY	Daily	DFDEL	Deferred delivery
MTHLY	Monthly	ONE/R	One time with revisions
OTIME	One time (does not include draft submissions)	QRTLY	Quarterly
R/ASR	Revisions as required	SEMI	Every six months
WEKLY	Weekly	"N"TIME	Multiple separate submittals (2time, 3time, etc.)
See Item #14	Requirement is described in item #14. Used in lieu of other codes where such are inadequate to define requirement, or used in addition to other codes requiring amplification in item #14.		

11. **As of Date.** Date for cutting off collection of the data. If the data is to be submitted multiple times, a numeral will be entered to indicate the number of calendar days prior to the end of the reporting period, established in item 10, that data collection will be cut off. For example, "15" would place the "as of date" for the data at 15 days before the end of the month, quarter, or year, depending upon the frequency established in item 10; a "0" or blank would place the "as of" date at the end of each month, quarter, etc.

12. **Date of First Submission.** Due date for initial data submission. This is normally the postage date or date the data is delivered to the Contracting Officer or keyed to a specific event or milestone, using a code from Table 2.

Table 2. Data Submission Codes

Code	Definition	Code	Definition
ASGEN	As generated	ASREQ	As required
DFDEL	Deferred delivery	"N"DAC	Days after contract award
"N"DACM	Days after contract modification	"N"DARP	Days after reporting period
"N"DARC	Days after receipt of comments	"N"DTC	Days after test completion
NLT	No later than	EOC	End of contract
EOM	End of month	EOQ	End of quarter
See Item #14	Use to indicate requirement is described in item 14. Used in lieu of other codes where such are inadequate to define requirement or used in addition to other codes when amplification is included in item 14.		

The "N" is assigned a value indicating the number of days, e.g., 30 DAC

13. **Date of Subsequent Submission.** Due date(s) for subsequent data submission(s), if data is to be submitted more than once. If submittal is constrained by a specific event or milestone, the constraint will be given using a code from Table 2.

14. **Remarks.** Contains all pertinent information not specified elsewhere and any amplification of other items on this format (e.g., DID tailoring, approval criteria and authority, inspection and acceptance clarification, distributions statements, specific submission instructions, explanation of reproducible copy and delivery requirements, alternative medium for delivery of the data item, etc.)

15. **Distribution.** Addressees and the number of draft and final copies (regular or reproducible) to be provided to each. FAA facility designator and/or office symbols/codes may be used; however, an explanation of these will be provided in the Addressee Listing. When reproducible copies (e.g., magnetic diskettes/tape, vellum, negative, etc.) are required, an explanation will be provided in item 14. If deferred delivery is required, amplification will be given in item 14.

16. **Total.** Total number of draft and final (regular/reproducible) copies required.

17. **Price Group.** Not used.

18. **Estimated Total Price.** Not used.



# INSTRUCTIONS FOR COMPLETING FAA Template No. 59 (6/98)

- A. **Contract Line Item No.** Contract Line Item Number (CLIN) associated with this Contract Data Requirements List (CDRL).
- B. **Exhibit.** Exhibit identifier for this CDRL item.
- C. **Category.** TDP (Technical Data package), TM (Technical Manual), or Other (other, such as Provisioning, Configuration Management, Progress Reports, Meeting Minutes, Commercial Catalogs, Commercial Data Sheets, Software License Agreements).
- D. **System/Item.** System, item, project designator or name, or title of services being acquired that the data will support.
- E. **Contract/PR No.** Procurement Instrument Identification Number (PIIN) (i.e., the contract number, the Purchase Request (PR) number, the screening Information Request (SIR) number, or other appropriate designator.
- F. **Contractor.** Contractor's name.
- G. **Prepared by.** Preparer's organization responsible for preparing the CDRL.
- H. **Date.** Date the form was prepared.
- I. **Approved by.** Office responsible for approving the CDRL. The approving official's signature appears on the last page of exhibit.
- J. **Date.** The date the CDRL was approved.

1. **Data Item No.** The 4-character Exhibit Line Item Number (ELIN). The first position consists of the exhibit identifier and the remaining positions are assigned sequentially.
2. **Title of Data Item.** The title of the Data Item Description (DID) cited in item 4.
3. **Subtitle.** Further identification of the data item to supplement the title, if required.
4. **Authority (Data Acquisition Document No.)** DID identification number where detailed preparation instructions are provided.
5. **Contract Reference.** The specific paragraph number of the applicable contractual document that contains the tasking that generates a requirement for the data item. Normally, this will be a Statement of Work (SOW) paragraph.
6. **Requiring Office.** The technical office having responsibility for ensuring the technical adequacy of the data.
7. **DD 250 Required.**
8. **APP Code.** Identification, by entry of an "A," of a requirement for advance written approval prior to final distribution of an item of data. An "A" in this item indicates that one or more draft submittals are required. Item 14 will show length of turn-around time for the contractor to resubmit the data after Government approval/disapproval has been issued.
9. **Distribution Statement Required.**
10. **Frequency.** The frequency of data submittal. Entries in this item are explained in Table 1. If the data is of a recurring type, it is to be submitted at the end of the reporting period established in this item unless otherwise indicated in item 14.

Table 1. Data Submittal Frequency Codes

CODE	FREQUENCY	CODE	FREQUENCY
ANNLY	Annually	ASGEN	As generated
ASREQ	As required	BI-MO	Every two months
BI-WE	Every two weeks	CP/RQ	Change pages as required
DAILY	Daily	DFDEL	Deferred delivery
MTHLY	Monthly	ONE/R	One time with revisions
OTIME	One time (does not include draft submissions)	QRTLY	Quarterly
R/ASR	Revisions as required	SEMA	Every six months
WEKLY	Weekly	"N"TIME	Multiple separate submittals (2time, 3time, etc.)
See Item #14	Requirement is described in Item #14. Used in lieu of other codes where such are inadequate to define requirement, or used in addition to other codes requiring amplification in item #14.		

11. **As of Date.** Date for cutting off collection of the data. If the data is to be submitted multiple times, a numeral will be entered to indicate the number of calendar days prior to the end of the reporting period, established in item 10, that data collection will be cut off. For example, "15" would place the "as of date" for the data at 15 days before the end of the month, quarter, or year, depending upon the frequency established in item 10; a "0 or blank" would place the "as of" date at the end of each month, quarter, etc.
12. **Date of First Submission.** Due date for initial data submission. This is normally the postage date or date the data is delivered to the Contracting Officer or keyed to a specific event or milestone, using a code from Table 2.

Table 2. Data Submission Codes

Code	Definition	Code	Definition
ASGEN	As generated	ASREQ	As required
DFDEL	Deferred delivery	"N"DAC	Days after contract award
"N"DACM	Days after contract modification	"N"DARP	Days after reporting period
"N"DARC	Days after receipt of comments	"N"DTCT	Days after test completion
NLT	No later than	EOC	End of contract
EOM	End of month	EOQ	End of quarter
See Item #14	Use to indicate requirement is described in item 14. Used in lieu of other codes where such are inadequate to define requirement or used in addition to other codes when amplification is included in item 14.		

The "N" is assigned a value indicating the number of days, e.g., 30 DAC

13. **Date of Subsequent Submission.** Due date(s) for subsequent data submission(s), if data is to be submitted more than once. If submittal is constrained by a specific event or milestone, the constraint will be given using a code from Table 2.
14. **Remarks.** Contains all pertinent information not specified elsewhere and any amplification of other items on this format (e.g., DID tailoring, approval criteria and authority, inspection and acceptance clarification, distributions statements, specific submission instructions, explanation of reproducible copy and delivery requirements, alternative medium for delivery of the data item, etc.)
15. **Distribution.** Addressees and the number of draft and final copies (regular or reproducible) to be provided to each. FAA facility designator and/or office symbols/codes may be used; however, an explanation of these will be provided in the Addressee Listing. When reproducible copies (e.g., magnetic diskettes/tape, vellum, negative, etc.) are required, an explanation will be provided in item 14. If deferred delivery is required, amplification will be given in item 14.
16. **Total.** Total number of draft and final (regular/reproducible) copies required.
17. **Price Group.** Not used.
18. **Estimated Total Price.** Not used.



# INSTRUCTIONS FOR COMPLETING FAA Template No. 59 (6/98)

- A. **Contract Line Item No..** Contract Line Item Number (CLIN) associated with this Contract Data Requirements List (CDRL).
- B. **Exhibit.** Exhibit identifier for this CDRL item.
- C. **Category.** TDP (Technical Data package), TM (Technical Manual), or Other (other, such as Provisioning, Configuration Management, Progress Reports, Meeting Minutes, Commercial Catalogs, Commercial Data Sheets, Software License Agreements).
- D. **System/Item.** System, item, project designator or name, or title of services being acquired that the data will support.
- E. **Contract/PR No.** Procurement Instrument Identification Number (PIIN) (i.e., the contract number, the Purchase Request (PR) number, the screening Information Request (SIR) number, or other appropriate designator.
- F. **Contractor.** Contractor's name.
- G. **Prepared by.** Preparer's organization responsible for preparing the CDRL.
- H. **Date.** Date the form was prepared.
- I. **Approved by.** Office responsible for approving the CDRL. The approving official's signature appears on the last page of exhibit.
- J. **Date.** The date the CDRL was approved.

1. **Data Item No.** The 4-character Exhibit Line Item Number (ELIN). The first position consists of the exhibit identifier and the remaining positions are assigned sequentially.
2. **Title of Data Item.** The title of the Data Item Description (DID) cited in item 4.
3. **Subtitle.** Further identification of the data item to supplement the title, if required.
4. **Authority (Data Acquisition Document No.)** DID identification number where detailed preparation instructions are provided.
5. **Contract Reference.** The specific paragraph number of the applicable contractual document that contains the tasking that generates a requirement for the data item. Normally, this will be a Statement of Work (SOW) paragraph.
6. **Requiring Office.** The technical office having responsibility for ensuring the technical adequacy of the data.
7. **DD 250 Required.**
8. **APP Code.** Identification, by entry of an "A," of a requirement for advance written approval prior to final distribution of an item of data. An "A" in this item indicates that one or more draft submittals are required. Item 14 will show length of turn-around time for the contractor to resubmit the data after Government approval/disapproval has been issued.
9. **Distribution Statement Required.**
10. **Frequency.** The frequency of data submittal. Entries in this item are explained in Table 1. If the data is of a recurring type, it is to be submitted at the end of the reporting period established in this item unless otherwise indicated in item 14.

Table 1. Data Submittal Frequency Codes

CODE	FREQUENCY	CODE	FREQUENCY
ANNLY	Annually	ASGEN	As generated
ASREQ	As required	BI-MO	Every two months
BI-WE	Every two weeks	CP/RQ	Change pages as required
DAILY	Daily	DFDEL	Deferred delivery
MTHLY	Monthly	ONE/R	One time with revisions
OTIME	One time (does not include draft submissions)	QRTLY	Quarterly
R/ASR	Revisions as required	SEMA	Every six months
WEKLY	Weekly	"N"TIME	Multiple separate submittals (2time, 3time, etc.)
See Item #14	Requirement is described in item #14. Used in lieu of other codes where such are inadequate to define requirement, or used in addition to other codes requiring amplification in item #14.		

11. **As of Date.** Date for cutting off collection of the data. If the data is to be submitted multiple times, a numeral will be entered to indicate the number of calendar days prior to the end of the reporting period, established in item 10, that data collection will be cut off. For example, "15" would place the "as of date" for the data at 15 days before the end of the month, quarter, or year, depending upon the frequency established in item 10; a "0 or blank" would place the "as of" date at the end of each month, quarter, etc.
12. **Date of First Submission.** Due date for initial data submission. This is normally the postage date or date the data is delivered to the Contracting Officer or keyed to a specific event or milestone, using a code from Table 2.

Table 2. Data Submission Codes

Code	Definition	Code	Definition
ASGEN	As generated	ASREQ	As required
DFDEL	Deferred delivery	"N"DAC	Days after contract award
"N"DACM	Days after contract modification	"N"DARP	Days after reporting period
"N"DARC	Days after receipt of comments	"N"DTC	Days after test completion
NLT	No later than	EOC	End of contract
EOM	End of month	EOQ	End of quarter
See Item #14	Use to indicate requirement is described in item 14. Used in lieu of other codes where such are inadequate to define requirement or used in addition to other codes when amplification is included in item 14.		

The "N" is assigned a value indicating the number of days, e.g., 30 DAC

13. **Date of Subsequent Submission.** Due date(s) for subsequent data submission(s), if data is to be submitted more than once. If submittal is constrained by a specific event or milestone, the constraint will be given using a code from Table 2.
14. **Remarks.** Contains all pertinent information not specified elsewhere and any amplification of other items on this format (e.g., DID tailoring, approval criteria and authority, inspection and acceptance clarification, distributions statements, specific submission instructions, explanation of reproducible copy and delivery requirements, alternative medium for delivery of the data item, etc.)
15. **Distribution.** Addressees and the number of draft and final copies (regular or reproducible) to be provided to each. FAA facility designator and/or office symbols/codes may be used; however, an explanation of these will be provided in the Addressee Listing. When reproducible copies (e.g., magnetic diskettes/tape, vellum, negative, etc.) are required, an explanation will be provided in item 14. If deferred delivery is required, amplification will be given in item 14.
16. **Total.** Total number of draft and final (regular/reproducible) copies required.
17. **Price Group.** Not used.
18. **Estimated Total Price.** Not used.

# CONTRACT DATA REQUIREMENTS LIST (CDRL)

Page 1 of 2

A. Contract line Item No 4.0 Data & Reports		B. Exhibit na	C. Category (Check appropriate one) TDP <input type="checkbox"/> TM <input type="checkbox"/> Other <input checked="" type="checkbox"/>	
D. System/Item		E. Contract/PR No. DTFAAC-06-R-02043	F. Contractor	
1. Data Item No 0010		2. Title of Data Item Labor Distribution Report		3. Subtitle
4. Authority SOW Paragraph 13.1.1.12		5. Contact Reference DTFAAC-06-C--		6. Requiring Office AMA-500
7. DD 250 Req'd no	8. APPROVAL Code A	9. Distribution Statement Required NA		10. Frequency BI-WE
11. As of Date (AOD) 0				
12. Date of First Submission See Blk 14		13. Date of Subsequent Submission ASREQ		15. Distribution
14. REMARKS:  Contractor shall provide one electronic Excel spreadsheet, transmitted via e-mail to the COR, showing staffing data as of the last business day of each invoice period. Data will reflect the course number (e.g., 50019) and/or activity type (e.g., Provide Agency Information), labor type (e.g., course revision), and total numbers of hours for each labor type by employee.  Block 12: Within 5 business days of the end of the first two (2) weeks of the contract.		a. Addressee	b. Draft Copies	c. Final Copies
		AMA-500	0 ea	0 ea
		16. Total		
G. Prepared By AMA-500		H. Date 06/19/2006	I. Approved By Brent D. Foreman Contracting Officer	
J. Date				
17. Price Group na		18. Estimated Total Price na		

# INSTRUCTIONS FOR COMPLETING FAA Template No. 59 (6/98)

- A. **Contract Line Item No.** Contract Line Item Number (CLIN) associated with this Contract Data Requirements List (CDRL).
- B. **Exhibit.** Exhibit identifier for this CDRL item.
- C. **Category.** TDP (Technical Data package), TM (Technical Manual), or Other (other, such as Provisioning, Configuration Management, Progress Reports, Meeting Minutes, Commercial Catalogs, Commercial Data Sheets, Software License Agreements).
- D. **System/Item.** System, item, project designator or name, or title of services being acquired that the data will support.
- E. **Contract/PR No.** Procurement Instrument Identification Number (PIIN) (i.e., the contract number, the Purchase Request (PR) number, the screening information Request (SIR) number, or other appropriate designator.
- F. **Contractor.** Contractor's name.
- G. **Prepared by.** Preparer's organization responsible for preparing the CDRL.
- H. **Date.** Date the form was prepared.
- I. **Approved by.** Office responsible for approving the CDRL. The approving official's signature appears on the last page of exhibit.
- J. **Date.** The date the CDRL was approved.

1. **Data Item No.** The 4-character Exhibit Line Item Number (ELIN). The first position consists of the exhibit identifier and the remaining positions are assigned sequentially.
2. **Title of Data Item.** The title of the Data Item Description (DID) cited in item 4.
3. **Subtitle.** Further identification of the data item to supplement the title, if required.
4. **Authority (Data Acquisition Document No.)** DID identification number where detailed preparation instructions are provided.
5. **Contract Reference.** The specific paragraph number of the applicable contractual document that contains the tasking that generates a requirement for the data item. Normally, this will be a Statement of Work (SOW) paragraph.
6. **Requiring Office.** The technical office having responsibility for ensuring the technical adequacy of the data.
7. **DD 250 Required.**
8. **APP Code.** Identification, by entry of an "A," of a requirement for advance written approval prior to final distribution of an item of data. An "A" in this item indicates that one or more draft submittals are required. Item 14 will show length of turn-around time for the contractor to resubmit the data after Government approval/disapproval has been issued.
9. **Distribution Statement Required.**
10. **Frequency.** The frequency of data submittal. Entries in this item are explained in Table 1. If the data is of a recurring type, it is to be submitted at the end of the reporting period established in this item unless otherwise indicated in item 14.

Table 1. Data Submittal Frequency Codes

CODE	FREQUENCY	CODE	FREQUENCY
ANNLY	Annually	ASGEN	As generated
ASREQ	As required	BI-MO	Every two months
BI-WK	Every two weeks	CP/RQ	Change pages as required
DAILY	Daily	DFDEL	Deferred delivery
MTHLY	Monthly	ONE/R	One time with revisions
OTIME	One time (does not include draft submissions)	QRTLY	Quarterly
R/ASR	Revisions as required	SEMA	Every six months
WEKLY	Weekly	"N"TIME	Multiple separate submittals (2time, 3time, etc.)
See item #14	Requirement is described in item #14. Used in lieu of other codes where such are inadequate to define requirement, or used in addition to other codes requiring amplification in item #14.		

11. **As of Date.** Date for cutting off collection of the data. If the data is to be submitted multiple times, a numeral will be entered to indicate the number of calendar days prior to the end of the reporting period, established in item 10, that data collection will be cut off. For example, "15" would place the "as of date" for the data at 15 days before the end of the month, quarter, or year, depending upon the frequency established in item 10; a "0 or blank" would place the "as of" date at the end of each month, quarter, etc.
12. **Date of First Submission.** Due date for initial data submission. This is normally the postage date or date the data is delivered to the Contracting Officer or keyed to a specific event or milestone, using a code from Table 2.

Table 2. Data Submission Codes

Code	Definition	Code	Definition
ASGEN	As generated	ASREQ	As required
DFDEL	Deferred delivery	"N"DAC	Days after contract award
"N"DACM	Days after contract modification	"N"DARP	Days after reporting period
"N"DARC	Days after receipt of comments	"N"DTC	Days after test completion
NLT	No later than	EOC	End of contract
EOM	End of month	EOQ	End of quarter
See item #14	Use to indicate requirement is described in item 14. Used in lieu of other codes where such are inadequate to define requirement or used in addition to other codes when amplification is included in item 14.		

The "N" is assigned a value indicating the number of days, e.g., 30 DAC

13. **Date of Subsequent Submission.** Due date(s) for subsequent data submission(s), if data is to be submitted more than once. If submittal is constrained by a specific event or milestone, the constraint will be given using a code from Table 2.
14. **Remarks.** Contains all pertinent information not specified elsewhere and any amplification of other items on this format (e.g., DID tailoring, approval criteria and authority, inspection and acceptance clarification, distributions statements, specific submission instructions, explanation of reproducible copy and delivery requirements, alternative medium for delivery of the data item, etc.)
15. **Distribution.** Addressees and the number of draft and final copies (regular or reproducible) to be provided to each. FAA facility designator and/or office symbols/codes may be used; however, an explanation of these will be provided in the Addressee Listing. When reproducible copies (e.g., magnetic diskettes/tape, vellum, negative, etc.) are required, an explanation will be provided in item 14. If deferred delivery is required, amplification will be given in item 14.
16. **Total.** Total number of draft and final (regular/reproducible) copies required.
17. **Price Group.** Not used.
18. **Estimated Total Price.** Not used.

CONTRACT DATA REQUIREMENTS LIST (CDRL)				Page 1 of 2	
A. Contract Line Item No 4.0 Data & Reports		B. Exhibit na		C. Category (Check appropriate one) TDP <input type="checkbox"/> TM <input type="checkbox"/> Other <input checked="" type="checkbox"/>	
D. System/Item		E. Contract/PR No.  DTFAAC-06-R-02043		F. Contractor	
1. Data Item No 0011		2. Title of Data Item Contract Employee Training Support Report		3. Subtitle	
4. Authority SOW Paragraph 13.1.1.11		5. Contact Reference DTFAAC-06-C--		6. Requiring Office AMA-500	
7. DD 250 Req'd no	8. APPROVAL Code A	9. Distribution Statement Required NA		10. Frequency BI-WE	11. As of Date (AOD) 0
12. Date of First Submission See Blk 14		13. Date of Subsequent Submission ASREQ		15. Distribution	
14. REMARKS:  Contractor shall provide, preferably via e-mail, information reflecting any hours expended in support of certification or other training for contract employees. The report should reflect both subtotals in each applicable labor category to the training of each employees, as well as the total for the period.  Block 12: Within 5 business days of the end of the first two (2) weeks of the contract.				a. Addressee	b. Draft Copies
				c. Final Reg.	Copies Repro
				AMA-500	0 ea
				1 ea	0
				16. Total	
G. Prepared By AMA-500		H. Date 06/19/2006		I. Approved By Brent D. Foreman Contracting Officer	
J. Date					
17. Price Group      na				18. Estimated Total Price      na	



# INSTRUCTIONS FOR COMPLETING FAA Template No. 59 (6/98)

- A. **Contract Line Item No.** Contract Line Item Number (CLIN) associated with this Contract Data Requirements List (CDRL).
- B. **Exhibit.** Exhibit Identifier for this CDRL item.
- C. **Category.** TDP (Technical Data package), TM (Technical Manual), or Other (other, such as Provisioning, Configuration Management, Progress Reports, Meeting Minutes, Commercial Catalogs, Commercial Data Sheets, Software License Agreements).
- D. **System/Item.** System, item, project designator or name, or title of services being acquired that the data will support.
- E. **Contract/PR No.** Procurement Instrument Identification Number (PIIN) (i.e., the contract number, the Purchase Request (PR) number, the screening Information Request (SIR) number, or other appropriate designator.
- F. **Contractor.** Contractor's name.
- G. **Prepared by.** Preparer's organization responsible for preparing the CDRL.
- H. **Date.** Date the form was prepared.
- I. **Approved by.** Office responsible for approving the CDRL. The approving official's signature appears on the last page of exhibit.
- J. **Date.** The date the CDRL was approved.

1. **Data Item No.** The 4-character Exhibit Line Item Number (ELIN). The first position consists of the exhibit identifier and the remaining positions are assigned sequentially.
2. **Title of Data Item.** The title of the Data Item Description (DID) cited in item 4.
3. **Subtitle.** Further identification of the data item to supplement the title, if required.
4. **Authority (Data Acquisition Document No.)** DID identification number where detailed preparation instructions are provided.
5. **Contract Reference.** The specific paragraph number of the applicable contractual document that contains the tasking that generates a requirement for the data item. Normally, this will be a Statement of Work (SOW) paragraph.
6. **Requiring Office.** The technical office having responsibility for ensuring the technical adequacy of the data.
7. **DD 250 Required.**
8. **APP Code.** Identification, by entry of an "A," of a requirement for advance written approval prior to final distribution of an item of data. An "A" in this item indicates that one or more draft submittals are required. Item 14 will show length of turn-around time for the contractor to resubmit the data after Government approval/disapproval has been issued.
9. **Distribution Statement Required.**
10. **Frequency.** The frequency of data submittal. Entries in this item are explained in Table 1. If the data is of a recurring type, it is to be submitted at the end of the reporting period established in this item unless otherwise indicated in item 14.

Table 1. Data Submittal Frequency Codes

CODE	FREQUENCY	CODE	FREQUENCY
ANNLY	Annually	ASGEN	As generated
ASREQ	As required	BI-MO	Every two months
BI-WE	Every two weeks	CP/RQ	Change pages as required
DAILY	Daily	DFDEL	Deferred delivery
MTHLY	Monthly	ONE/R	One time with revisions
OTIME	One time (does not include draft submissions)	QRTLY	Quarterly
R/ASR	Revisions as required	SEMIA	Every six months
WEKLY	Weekly	"N"TIME	Multiple separate submittals (2time, 3time, etc.)
See Item #14	Requirement is described in item #14. Used in lieu of other codes where such are inadequate to define requirement, or used in addition to other codes requiring amplification in item #14.		

11. **As of Date.** Date for cutting off collection of the data. If the data is to be submitted multiple times, a numeral will be entered to indicate the number of calendar days prior to the end of the reporting period, established in item 10, that data collection will be cut off. For example, "15" would place the "as of date" for the data at 15 days before the end of the month, quarter, or year, depending upon the frequency established in item 10; a "0" or blank would place the "as of" date at the end of each month, quarter, etc.
12. **Date of First Submission.** Due date for initial data submission. This is normally the postage date or date the data is delivered to the Contracting Officer or keyed to a specific event or milestone, using a code from Table 2.

Table 2. Data Submission Codes

Code	Definition	Code	Definition
ASGEN	As generated	ASREQ	As required
DFDEL	Deferred delivery	"N"DAC	Days after contract award
"N"DACM	Days after contract modification	"N"DARP	Days after reporting period
"N"DARC	Days after receipt of comments	"N"DTG	Days after test completion
NLT	No later than	EOC	End of contract
EOM	End of month	EOQ	End of quarter
See Item #14	Use to indicate requirement is described in item 14. Used in lieu of other codes where such are inadequate to define requirement or used in addition to other codes when amplification is included in item 14.		

The "N" is assigned a value indicating the number of days, e.g., 30 DAC

13. **Date of Subsequent Submission.** Due date(s) for subsequent data submission(s), if data is to be submitted more than once. If submittal is constrained by a specific event or milestone, the constraint will be given using a code from Table 2.
14. **Remarks.** Contains all pertinent information not specified elsewhere and any amplification of other items on this format (e.g., DID tailoring, approval criteria and authority, inspection and acceptance clarification, distributions statements, specific submission instructions, explanation of reproducible copy and delivery requirements, alternative medium for delivery of the data item, etc.)
15. **Distribution.** Addressees and the number of draft and final copies (regular or reproducible) to be provided to each. FAA facility designator and/or office symbols/codes may be used; however, an explanation of these will be provided in the Addressee Listing. When reproducible copies (e.g., magnetic diskettes/tape, vellum, negative, etc.) are required, an explanation will be provided in item 14. If deferred delivery is required, amplification will be given in item 14.
16. **Total.** Total number of draft and final (regular/reproducible) copies required.
17. **Price Group.** Not used.
18. **Estimated Total Price.** Not used.

CONTRACT DATA REQUIREMENTS LIST (CDRL)					Page 1 of 2	
A. Contract Line Item No. 4.0 Data & Reports		B. Exhibit na		C. Category (Check appropriate one) TDP <input type="checkbox"/> TM <input type="checkbox"/> Other <input checked="" type="checkbox"/>		
D. System/Item		E. Contract/PR No.  DTFAAC-06-R-02043		F. Contractor		
1. Data Item No. 0012		2. Title of Data Item Labor Distribution Report			3. Subtitle	
4. Authority SOW Paragraph 13.1.1.12		5. Contact Reference DTFAAC-06-C--			6. Requiring Office AMA-500	
7. DD 250 Req'd no	8. APPROVAL Code A	9. Distribution Statement Required NA			10. Frequency BI-WE	11. As of Date (AOD) 0
12. Date of First Submission See Blk 14		13. Date of Subsequent Submission ASREQ			15. Distribution	
14. REMARKS:  Contractor shall provide one electronic Excel spreadsheet, transmitted via e-mail to the COR, showing staffing data as of the last business day of each invoice period. Data will reflect the course number (e.g., 50019) and/or activity type (e.g., Provide Agency Information), labor type (e.g., course revision), and total numbers of hours for each labor type by employee.  Block 12: Within 5 business days of the end of the first two (2) weeks of the contract.				a. Addressee	b. Draft Copies	c. Final Copies Reg. Repro
				AMA-500	0 ea	0 ea
				16. Total		
G. Prepared By AMA-500		H. Date 06/19/2006		I. Approved By Brent D. Foreman Contracting Officer		J. Date
17. Price Group na				18. Estimated Total Price na		

# INSTRUCTIONS FOR COMPLETING FAA Template No. 59 (6/98)

- A. **Contract Line Item No.** Contract Line Item Number (CLIN) associated with this Contract Data Requirements List (CDRL).
- B. **Exhibit.** Exhibit identifier for this CDRL item.
- C. **Category.** TDP (Technical Data package), TM (Technical Manual), or Other (other, such as Provisioning, Configuration Management, Progress Reports, Meeting Minutes, Commercial Catalogs, Commercial Data Sheets, Software License Agreements).
- D. **System/Item.** System, item, project designator or name, or title of services being acquired that the data will support.
- E. **Contract/PR No.** Procurement Instrument Identification Number (PIIN) (i.e., the contract number, the Purchase Request (PR) number, the screening Information Request (SIR) number, or other appropriate designator.
- F. **Contractor.** Contractor's name.
- G. **Prepared by.** Preparer's organization responsible for preparing the CDRL.
- H. **Date.** Date the form was prepared.
- I. **Approved by.** Office responsible for approving the CDRL. The approving official's signature appears on the last page of exhibit.
- J. **Date.** The date the CDRL was approved.

1. **Data Item No.** The 4-character Exhibit Line Item Number (ELIN). The first position consists of the exhibit identifier and the remaining positions are assigned sequentially.
2. **Title of Data Item.** The title of the Data Item Description (DID) cited in item 4.
3. **Subtitle.** Further identification of the data item to supplement the title, if required.
4. **Authority (Data Acquisition Document No.)** DID identification number where detailed preparation instructions are provided.
5. **Contract Reference.** The specific paragraph number of the applicable contractual document that contains the tasking that generates a requirement for the data item. Normally, this will be a Statement of Work (SOW) paragraph.
6. **Requiring Office.** The technical office having responsibility for ensuring the technical adequacy of the data.
7. **DD 250 Required.**
8. **APP Code.** Identification, by entry of an "A," of a requirement for advance written approval prior to final distribution of an item of data. An "A" in this item indicates that one or more draft submittals are required. Item 14 will show length of turn-around time for the contractor to resubmit the data after Government approval/disapproval has been issued.
9. **Distribution Statement Required.**
10. **Frequency.** The frequency of data submittal. Entries in this item are explained in Table 1. If the data is of a recurring type, it is to be submitted at the end of the reporting period established in this item unless otherwise indicated in item 14.

Table 1. Data Submittal Frequency Codes

CODE	FREQUENCY	CODE	FREQUENCY
ANNLY	Annually	ASGEN	As generated
ASREQ	As required	BI-MO	Every two months
BI-WK	Every two weeks	CPI/RQ	Change pages as required
DAILY	Daily	DFDEL	Deferred delivery
MTHLY	Monthly	ONE/R	One time with revisions
OTIME	One time (does not include draft submissions)	QRTLY	Quarterly
R/ASR	Revisions as required	SEMI	Every six months
WEKLY	Weekly	"N"TIME	Multiple separate submittals (2time; 3time, etc.)
See Item #14	Requirement is described in item #14. Used in lieu of other codes where such are inadequate to define requirement, or used in addition to other codes requiring amplification in item #14.		

11. **As of Date.** Date for cutting off collection of the data. If the data is to be submitted multiple times, a numeral will be entered to indicate the number of calendar days prior to the end of the reporting period, established in item 10, that data collection will be cut off. For example, "15" would place the "as of date" for the data at 15 days before the end of the month, quarter, or year, depending upon the frequency established in item 10; a "0" or blank would place the "as of" date at the end of each month, quarter, etc.
12. **Date of First Submission.** Due date for initial data submission. This is normally the postage date or date the data is delivered to the Contracting Officer or keyed to a specific event or milestone, using a code from Table 2.

Table 2. Data Submission Codes

Code	Definition	Code	Definition
ASGEN	As generated	ASREQ	As required
DFDEL	Deferred delivery	"N"DAC	Days after contract award
"N"DACM	Days after contract modification	"N"DARP	Days after reporting period
"N"DARC	Days after receipt of comments	"N"DTC	Days after test completion
NLT	No later than	EOC	End of contract
EOM	End of month	EOQ	End of quarter
See Item #14	Use to indicate requirement is described in item 14. Used in lieu of other codes where such are inadequate to define requirement or used in addition to other codes when amplification is included in item 14.		

The "N" is assigned a value indicating the number of days, e.g., 30 DAC

13. **Date of Subsequent Submission.** Due date(s) for subsequent data submission(s), if data is to be submitted more than once. If submittal is constrained by a specific event or milestone, the constraint will be given using a code from Table 2.
14. **Remarks.** Contains all pertinent information not specified elsewhere and any amplification of other items on this format (e.g., DID tailoring, approval criteria and authority, inspection and acceptance clarification, distributions statements, specific submission instructions, explanation of reproducible copy and delivery requirements, alternative medium for delivery of the data item, etc.)
15. **Distribution.** Addressees and the number of draft and final copies (regular or reproducible) to be provided to each. FAA facility designator and/or office symbols/codes may be used; however, an explanation of these will be provided in the Addressee Listing. When reproducible copies (e.g., magnetic diskettes/tape, vellum, negative, etc.) are required, an explanation will be provided in item 14. If deferred delivery is required, amplification will be given in item 14.
16. **Total.** Total number of draft and final (regular/reproducible) copies required.
17. **Price Group.** Not used.
18. **Estimated Total Price.** Not used.

ATTACHMENT 4a  
SCREENING STANDARDS-CONTRACTOR

See Section H, H-3 REQUIREMENT FOR SCREENING OF CONTRACTOR PERSONNEL (JUL 2001)    CLA.1262

1. Record of conviction for illegal use or possession of intoxicants;
2. Record of conviction for illegal use, possession, or sale of controlled substances or marijuana;
3. Record of conviction of criminal behavior relating to immoral conduct, such as child molestation, rape, sexual assault, incest, bestiality, indecent exposure, lewd acts, etc.;
4. Record of conviction of criminal behavior relating to dishonesty, such as theft, larceny, burglary, robbery, forgery, extortion, counterfeiting, blackmail, fraud, conversion, sale, or possession of stolen property, embezzlement, etc.;
5. Record of conviction for criminally disruptive or violent behavior, such as assault, battery, kidnapping, abduction, murder, rape, arson, vandalism, voluntary manslaughter, child abuse, etc.;
6. Record of conviction for illegal use, possession, manufacture, or sale of firearms or explosives.
7. Violation of Hatch Act restrictions (5 U.S.C. Chapter 73), mutilation/destruction of public records, striking against the Government, desertion from the military, disregard for debts, engaging in riots or civil disorders, or a pattern of unemployability based upon misconduct or delinquency as reflected in employment history.

ATTACHMENT 4b  
\*ADJUDICATIVE STANDARDS: ISSUES  
CLA 1262 (JUL 2001)

Major issues or conduct which standing alone would be disqualifying under suitability, for any position is a conviction record within the past 9 years, particularly for issues 1, 2, 4, 5, 6, or 8. In addition, a pattern is defined as two or more convictions or a combination of two or more issues of any or all of the items listed below.

1. Issues related to use or possession of intoxicants:  
Pattern of excessive use as reflected in (1) conviction record; (2) job performance; (3) employment history; (4) inability to function responsibly; (5) medical treatment; and (6) health.
2. Issues related to illegal use/possession of controlled substances or marijuana:  
Pattern of excessive use as reflected in (1) conviction record; (2) job performance; (3) employment history; (4) inability to function responsibly; (5) medical treatment; (6) health; (7) manufacturing; (8) addiction; (9) importing/trafficking; and (10) cultivating for sale.
3. Issues related to financial responsibility:  
Pattern of irresponsibility as reflected in (1) credit history; (2) disregard for debts; (3) abuse of fiduciary trust; and (4) continuing, major, valid liabilities.
4. Issues related to immoral conduct:  
Pattern of misconduct as reflected in (1) conviction record; (2) medical treatment; (3) public knowledge; (4) child molestation; (5) sexual assault statutory rape; (6) incest; and (7) bestiality.
5. Issues related to honesty:  
Pattern of dishonesty as reflected in (1) disregard for truth; (2) conviction records; (3) abuse of trust; (4) employment records; (5) blackmail; (6) counterfeiting; (7) extortion; (8) armed robbery; and (9) intentional false statement or deception or fraud in examination or appointment.
6. Issues related to disruptive or violent behavior:  
Pattern of violence as reflected in (1) conviction record; (2) disregard for life or property; (3) civil actions; (4) employment record; (5) medical record; (6) aggravated assault; (7) assault with a deadly weapon; (8) assault with intent to commit rape; (9) kidnapping/abduction; (10) murder; (11) rape; (12) arson; (13) threat or assault upon a public official; (14) voluntary manslaughter; and (15) child abuse.
7. Issues related to termination or forced resignation:  
Pattern of unemployability based on misconduct or delinquency as reflected in employment history.
8. Issues related to firearms/weapons:  
Improper/illegal sale or transportation of firearm or explosive; manufacture of firearms or explosives.
9. Miscellaneous issues:  
Hatch Act violation; (2) mutilation/destruction of public records; (3) engaging in riots or civil disorders; (4) striking against Government; and (5) desertion.

# Performance Evaluation Plan

Air Traffic Instructional Support Services  
Contract

8/01/06 through 1/31/07

Attachment 5

DTFAAC-06-R-02043

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## Introduction

This Performance Evaluation Plan will establish the Air Traffic Division (AMA-500) plan for evaluating contractor performance in providing Instructional Support Services. The purpose of the plan is to outline the organization procedures and evaluation periods for implementing the award fee provisions for the ATIS contract.

## Definition of Terms and Responsibilities

- a. Fee Determining Official (FDO). The individual who will make the final determination of the amount of fee to be awarded to the contractor. The FDO for the ATIS contract will be the Program Director, Office of Acquisition Services, AMQ-1.
- b. Performance Evaluation Board (PEB). The three individuals who review the contractor performance documentation or reports and recommend the total award fee amount for the contract period to the FDO. The PEB members will consist of the Staff Manager, Air Traffic Division, AMA-501, Chairperson; Manager, Operational Support Division, AMA-100; and the designated Contracting Officer, Contract Management Team, AMQ-340.
- c. Performance Evaluation Team (PET). The group of no less than three cognizant AMA-500 personnel, to include the current COR, responsible for evaluation performance of work and project management. AMA-500 reserves the right to include additional members of ATO-A staff located in Oklahoma City, Oklahoma.
- d. Provisional Monthly Award Fee: The provisional fee awarded to the contractor on a monthly basis payable per task. This evaluation will not be full scale. The evaluation will be to determine if the contractor merits provisional payment due to satisfactory performance by active task.

## Organization and Procedures

The attached organizational chart (page 4 of this document) depicts the evaluation process, responsible parties, and flow of information for determination of award fees. The available amount of award fee for each review period is as follows:

Bill/Invoice #1-5	50%	5 @ 10%	Total 50%
Bill/Invoice #6	50%	1 @ 50%	Total 50%
			Total Award %= 100%

### Task 3—Special Projects

Considering the special needs and sporadic occurrences of Task 3 requirements and the fact that this task is directly related to International Services Center (AMA-800), the FAA would dispense the award fee based on evaluation for this task as follows:

Any project with begin and end dates that coincide with the contract period would be dispensed as noted above under Organization and Procedures. All other award fees related to projects that do not start and end concurrent with the contract period will be dispensed by the FAA to the contractor using a milestone approach. At 50% completion of a project or at the half-way point as it relates to length of a project whichever comes first, 50% of the available award fee will be available for disbursement based on the performance review conducted at that time. The remaining 50% will be available to the contractor during the final review process or after Bill/Invoice #6 to coincide with the full review process in effect.

PEB Total Award Fee Organizational Chart

## Monthly Review for Provisional Award Fees Organizational Chart

### Procedures

- a. Monthly, each branch manager shall report verbally and/or in writing to the COR information as to whether or not the contractor is performing at a satisfactory level by task. This information will be utilized to determine payment of monthly provisional award fees. As well, each branch manager shall regularly inform the COR verbally and/or in writing of contractor's positive achievements and/or negative events occurring during the contract period as events transpire.
- b. The COR shall monitor the contract through periodic observations. A summary of COR observations, verbal or written branch reports, or other observations will be prepared by the COR. This summary will be forwarded to the CO and used in determining the provisional monthly award fees by task, as well as for evaluation purposes for the final award fee.

- c. At the end of each month for the first five (5) months of the contract period, 10 percent of the projected award fee will be available. One evaluation will be completed by cognizant AMA-500 personnel to determine the satisfactory/unsatisfactory level for each task performed. If the contractor is performing at the satisfactory level in a given task, a provisional award fee will be granted. This provisional payment will be 10 percent of the total available award fee on that task, to be taken from the award fee pool. Each active task will be considered individually as to performance. This provisional award fee will be added to each invoice as it is paid to the contractor. The last month of the contract period is excluded from this provisional award fee. Any provisional award fees given to the contractor during the contract period will be deducted from the final award fee payable to the contractor as a result of the final award fee evaluation and determination at the end of the contract period.
- d. For final award fee evaluations, the COR shall schedule a meeting of the PET within 30 working days after the end of the contract period being evaluated for final award fee evaluation. This evaluation will be a full-scale evaluation of contractor performance. During that meeting, the contractor shall be permitted to present a briefing which must include contractor-provided written support of items being briefed on by the contractor, not to exceed 20 minutes in length, consisting of his/her self-evaluation of contract performance. After the briefing, the contractor will be excused. The COR will then present a briefing of the existing documentation available to the PET for evaluation. If they so desire, AMA-500 Branch Managers will be allowed to present a briefing on their knowledge of contract performance, not to exceed 20 minutes in length. Time for discussion will be allowed at the end of each and every briefing, but the contractor shall not be allowed to remain in the meeting while any discussion or evaluation of contract information is discussed by the PET.
- e. The PET shall consider the information presented in the briefings described above, along with any other pertinent information or documentation available to them. Each member of the PET will be required to complete a Performance Evaluation Summary Report prior to adjournment of the meeting. Each PET member is required to furnish comments in writing for their scoring levels. The COR shall provide minutes of the PET meeting and discussions held during said meeting, to the CO and PEB.
- f. The COR will present the completed PET evaluation information to the CO. The CO and COR will be responsible for completing a cost evaluation and assembly of the final file to be presented to the Performance Evaluation Board (PEB) within 45 calendar days after the end of the evaluation period. The PEB will make all final determinations and transmit recommendations to the FDO. The FDO will issue a final Award Fee Decision within 60 calendar days after the end of the evaluation period.
- g. The CO shall assure that the Award Fee Decision is immediately processed for payment to the contractor and send through e-mail, or have the COR send through

e-mail, official notice prepared for the contractor showing factors in evaluation and official award amount.

- h. If required, due to negative factors or concerns by either AMA-500 management or the contractor, a request for a progress meeting can be made by either party, through the COR, prior to the end of the final evaluation period.
- i. All official records will be maintained by the CO and/or COR.

### Evaluation Factors

The contractor performance will be evaluated in compliance with the tasks in the Statement of Work. The criteria for evaluation will include:

- 1. Performance of Work
  - a. Results of contractor monthly activity reports
  - b. Results of written/verbal communication from AMA-500 branch management staff
  - c. Results of input received by COR during routine observations or routine input to COR from various supervisor's during routine observations or inspections
- 2. Project Management
  - a. Results of contractor monthly staffing reports showing timeliness in filling of all vacancies
  - b. Results of contractor responsiveness to COR routine observations or routine input from COR on contract performance issues
  - c. Results of written/verbal communication from AMA-500 branch management staff
  - d. Results of contractor monthly activity reports
- 3. Business Management/Cost Control (completed by CO/COR)
  - a. Results of contractor monthly activity reports
  - b. Results of written/verbal communication from AMA-500 branch management staff
  - c. Results of contractor responsiveness to COR routine observations

### Evaluation Criteria Definitions

The contractor's performance will be evaluated from an operations standpoint with emphasis on performance of work, project management, business management, and cost control. Achievement will be measured by the contractor's ability to accomplish tasks, assigned duties, operations, and support and use of resources in accordance with the Statement of Work. Weights have been assigned to each factor for a total of 100% as follows:

1. Performance of Work (70%). The PET will determine:
  - a. If services performed are completed in a timely manner, with proper tolerances and adjustments, or actions as necessary in accordance with possible changing requirements of AMA-500;
  - b. That work performed by contractor is presented to AMA-500 at the quality level necessary for use by AMA-500; and
  - c. That contract employees are utilizing equipment furnished by AMA-500 in conformance with all security and FAA rules and regulations.
2. Project Management (20%). The PET will determine:
  - a. If the contractor met needs and requirements on a timely basis. No vacancies in employee requirements should be for more than 45 days after the contractor was notified of the staffing need; and
  - b. If contract management was responsive to the needs and changing environment of AMA-500. To determine that contract management is responsive to concerns, written or verbal, concerning contract staff or performance issues.
3. Business Management (10%). The PET will determine:
  - a. If the contractor used resources available to them in the most efficient manner and in conformance with AMA-500 requirements, security and FAA requirements; and
  - b. If the contractor completed reports, projects, and tasks in a timely manner and in conformance with requirements, tasks, and the Statement of Work.
4. Cost Control (no assigned percent): The contractor control of cost will be evaluated. Rating in this area will not be assigned relative importance with weights as in other areas, but will cause an adjustment up to -5 points in Business Operations if there is shown to be an actual, provable lack of oversight by the contractor in this area, or up to +5% if there is shown to be actual, provable increase in oversight by the contractor in this area. The amount of points at no time can increase the level of contractor points to more than 100%. Therefore, if through other areas the contractor is assigned points totaling 100%, no adjustment of + points can be added to the total overall score. The addition of points is only allowable if the contractor has not already achieved 100%.

## Evaluation Criteria

### CRITERIA I: PERFORMANCE OF WORK

- a. Timeliness/Responsiveness
- b. Quality of work produced
- c. Manpower Utilization
- d. Materials Utilization

### CRITERIA II: PROJECT MANAGEMENT

- a. Management Performance
- b. Staffing
- c. Subcontractor utilization and management

### CRITERIA III: BUSINSS MANAGEMENT

- 1. Business Operations
  - a. Overall Management
  - b. Property Control
  - c. Reports and Procedures
  - d. Contract Compliance
  - e. Security
- 2. Personnel
  - a. Personnel Administration
  - b. Labor Relations
  - c. Equal Employment Opportunity
- 3. Procurement
  - Purchasing and Subcontracting

### CRITERIA IV: COST CONTROL

The contractor control of cost will be evaluated. Rating in this area will not be assigned relative importance with weights as in other areas, but will cause an adjustment up to -5 percent in Business Operations if there is shown to be an actual, provable lack of oversight by the contractor in this area, or up to +5 percent if there is shown to be actual, provable increase in oversight by the contractor in this area. The amount of points at no time can increase the level of contractor points to more than 100 percent. Therefore, if through other areas contractor is assigned points totaling 100%, no adjustment of + points can be added to the total overall score. The addition of points is only allowable if the contractor has not already achieved 100 percent.



Rating Table

<b>Adjective Performance Grade</b>	<b>Description</b>	<b>Range of Performance Points</b>
Superior	The contractor performance exceeds standard by a substantial margin. The team/board can cite few or no areas of improvement, all of which are minor.	96-100
Excellent	The contractor performance exceeds standard. Although there may be areas for improvement, these are more than offset by better performance in other areas.	86-95
Good	The contractor performance is standard. Areas for improvement are offset by better performance in other areas.	76-85
Fair	The contractor performance is less than standard by a small margin. Areas for improvement are not offset by better performance in other areas.	66-75
Poor	The contractor performance is less than standard by a substantial margin. The board member can cite many areas for improvement, which are not offset by better performance in other areas. Less satisfactory performance would be unacceptable.	60-65
Unsatisfactory	The contractor performance is below minimum acceptable standards. Results are inadequate and require prompt remedial action. Significant deficiencies are found.	Below 60

Note: Any factor receiving a grade of unsatisfactory will be assigned zero performance points for purposes of calculating the award fee amount.

**PET Team Member**  
**Final Performance Evaluation Summary Report**  
**ATISS Contract DTFAAC-06-R-PR**

**Team Member Name:** \_\_\_\_\_

**Reporting Period** \_\_\_\_\_

**Date** \_\_\_\_\_

<b>Criteria</b>	<b>Performance Points Assigned</b>	<b>Remarks</b>
<u>Criteria I</u>		
A. Timeliness/Responsiveness	_____ points	
B. Quality of Work	_____ points	
C. Manpower Utilization	_____ points	
D. Material Utilization	_____ points	
<u>Criteria II</u>		
A. Management Performance	_____ points	
B. Staffing	_____ points	
C. Subcontractor Utilization and Management	_____ points	
<u>Criteria III</u>		
A. Business Management	_____ points	
B. Personnel	_____ points	
C. Procurement	_____ points	
D. Cost Control	_____ points	

\*Any additional comments or remarks of Team Member:

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### Award Fee Conversion Chart

This chart is for use in converting weighted performance points into percentage of available award fee pool.

	Weighted Performance Points	Percentage Of Available Award Fee
<b>Superior</b>	100	100
	99	100
	98	100
	97	100
	96	100
<b>Excellent</b>	95	97.5
	94	95.0
	93	92.5
	92	90.0
	91	87.5
	90	85.0
	89	82.5
	88	80.0
	87	77.5
<b>Good</b>	86	75.0
	85	72.5
	84	70.0
	83	67.5
	82	65.0
	81	62.5
	80	50.0
	79	57.5
	78	55.0
	77	52.5
<b>Fair</b>	76	50.0
	75	47.5
	74	45.0
	73	42.5
	72	40.0
	71	37.5
	70	35.0
	69	32.5
	68	30.0
	67	27.5
<b>Poor</b>	66	25.0
	65	22.5
	64	20.0
	63	17.5
	62	15.0
	61	12.5
<b>Unsatisfactory</b>	60	10.0
	Below 60	0.0

PET Chairperson Final Summary Compilation

Reporting Period \_\_\_\_\_

DATE \_\_\_\_\_

Criteria	Average Percent Criteria Breakdown	Performance Points Assigned By Board	Award Fee Conversion For Each Criteria	Remarks
<u>Criteria I (Total 70%)</u>				
A. Timeliness/ Responsiveness	40%	_____ points	Total Award Fee Percent Based on Conversion Table	*Of 70% Award Fee based on Criteria I Contractor receives _____% of award amount.
B. Quality of Work	40%	_____ points		\$_____ available
C. Manpower Utilization	10%	_____ points		\$_____ to Contractor for reporting period
D. Material Utilization	10%	_____ points		
<u>Criteria II (Total 20%)</u>				
A. Management Performance	15%	_____ points	Total Award Fee Percent Based on Conversion Table	*Of 20% Award Fee based on Criteria II Contractor receives _____% of award amount.
B. Staffing	50%	_____ points		\$_____ available
C. Subcontractor Utilization and Management	35%	_____ points		\$_____ to Contractor for reporting period
<u>Criteria III (Total 10%)</u>				
A. Business Management	20%	_____ points	Total Award Fee Percent Based on Conversion Table	*Of 10% Award Fee based on Criteria III Contractor receives _____% of award amount.
B. Personnel	60%	_____ points		\$_____ available
C. Procurement	20%	_____ points		\$_____ to Contractor for reporting period
<u>Criteria IV (Total 0%)</u>				
Cost Control	+ 5%/- 5% possible	_____ points		% of Change

Summary/Comments: \_\_\_\_\_

Total dollar amount due to contractor for award fees earned during this reporting period:

\$ \_\_\_\_\_.

Example of Monthly Provisional Award Fee Letter

**DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION  
MIKE MONRONEY AERONAUTICAL CENTER**

Provisional Award Fee Determination  
For Air Traffic Instructional Support Tasks

February 10, 2007

Contractor: Name of Contractor  
Contract: DTFAAC-06-R-PR  
Month of Provisional Evaluation: January 2007

The determination to pay provisional award fees for the billing month listed above, allows the following provisional payments:

<u>Task</u>	<u>Performance Determination</u>	<u>10 % Provisional Award if applicable</u>
Task 1	Satisfactory/Unsatisfactory	Provisional Award _____
Task 2	Satisfactory/Unsatisfactory	Provisional Award _____
Task 3	Satisfactory/Unsatisfactory	Provisional Award _____
Task 10	Satisfactory/Unsatisfactory	Provisional Award _____
Task 11	Satisfactory/Unsatisfactory	Provisional Award _____
Task 12	Satisfactory/Unsatisfactory	Provisional Award _____
Task 13	Satisfactory/Unsatisfactory	Provisional Award _____
Task 14	Satisfactory/Unsatisfactory	Provisional Award _____
Task 20	Satisfactory/Unsatisfactory	Provisional Award _____
Task 21	Satisfactory/Unsatisfactory	Provisional Award _____
Task 22	Satisfactory/Unsatisfactory	Provisional Award _____
Task 30	Satisfactory/Unsatisfactory	Provisional Award _____

The total recommended provisional award fee payment for the above billing period is \$\_\_\_\_\_. This provisional award fee will be applied to the total award fee, if any, to be determined and paid at the close of contract period.

**Determination**

Based on the informal evaluations of the users of the respective contract services, I hereby authorize the payment of the above provisional award fees to be made on the above Task Orders invoices for services delivered.

\_\_\_\_\_  
COR, AMA-500

\_\_\_\_\_  
Date

**DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION  
MIKE MONRONEY AERONAUTICAL CENTER**

Award Fee Determination and Findings

Contract DTFAAC-06-R-PR with (name of contractor) is a cost-plus-award-fee (CPAF) type contract for Instructional Support Services for the Air Traffic Division (AMA-500). The contract established the maximum award fee for each evaluation period. For the evaluation period (beginning month/day/year) to (ending month/day/year), a maximum award fee of (total \$ available) was available to the contractor.

Evaluation of the contract performance for the period from (beginning date) to (ending date) has been completed and forwarded to the Performance Evaluation Board for review. Using the CPAF guide established, the Evaluators have recommended a grade of (state grade obtained) and an award fee in the amount of (enter recommended amount) is being recommended by the PEB. Deductions to this annual award fee in the amount of (dollar amount) have been applied due to the provisional monthly award fees granted to the contractor. The final award fee granted and payable to the contractor for contract period ending (month/day/year) is (dollar amount).

\_\_\_\_\_  
Chairperson, Performance Evaluation Board

\_\_\_\_\_  
Date

**Determination**

Based on the findings, I hereby determine the contractor is entitled to an award fee in the amount of (dollar amount) for the stated period. This award fee amount includes deductions for monthly provisional fees granted to contractor.

\_\_\_\_\_  
FDO

\_\_\_\_\_  
Date